1.12.2014

Planning Tool for Mail Batches (PTP)

User Instructions

This document introduces the user interface of Itella Planning Tool for Mail Batches (PTP) with screenshot images. These images present fictional content like publishers' names, mailer companies' names, and publication names. In general, all presented content related to Itella's customers is fictional. The content has been produced so that, when the content was produced in September 2012, there were no similarities with actual registered companies, organizations, and publications.

The information contained in these user instructions shall not be used for purposes other than learning how to use PTP and supporting its use. For example, these user instructions should not be used as a source of business or product information.

Itella Posti Oy

Domicile: Helsinki
Business ID: 0109357-9, VAT reg.

Table of Contents

1. INTRODUCTION TO PTP 5
1.1 New functions 5
1.2 General information about PTP 5
2. GENERAL INSTRUCTIONS 8
2.1 How to log in to PTP 8
2.2 User rights and access management 8
2.3 Language selections 8
2.4 PTP navigation and page hierarchy 9
2.5 Browser requirements 9
2.6 Availability and service level of PTP 10
3. INSTRUCTIONS FOR PUBLISHERS 11
3.1 PTP user's front page 11
3.2 Publisher's basic information 12
3.3 Basic publication information 14
3.4 Publication's advance information 16
3.5 Publication dates as part of advance information 19
3.6 Postal code distribution as part of advance information 24
3.7 Postal code distribution as part of advance information 28
3.8 Price calculator 29
3.9 The mailer company's mailing plan 29
3.10 Adding and changing a mailer company 35
3.11 Issues 36
3.12 Information about issues 38
3.13 Editing general issue information 39
3.14 Adding and deleting issues 39
3.15 Editing mailing batch information 40
3.16 Ordering additional services 42
3.17 Electronic mailing list 43
3.18 Instructions for unitizing 44
3.19 Publication calendar view 45
4. INSTRUCTIONS FOR MAILER COMPANIES 47

4.1 PTP user’s front page 47
4.2 Mailer company's basic information 48
4.3 Basic publication information 49
4.4 Advance information provided by the publisher 51
4.5 The mailer company's mailing plan 52
4.6 Issues 55
4.7 Information about issues 58
4.8 Editing general issue information 59
4.9 Editing mailing batch information 60
4.10 Ordering additional services 61
4.11 Electronic mailing list 63
4.12 Instructions for unitizing 63
4.13 Publication calendar view 64
5. ADVERTISER CUSTOMER INSTRUCTIONS 66
5.1 General 66
5.2 Quick guide to ordering 66
5.3 Front page of the PTP user 67
5.4 Customer’s basic information 67
5.5 Marketing delivery 68
5.6 Advance information for a new delivery 69
5.7 Advance information: Dimensions 73
5.8 Advance information: Defining deliveries (dates) 74
5.9 Advance information: Providing a postal code distribution 76
5.10 Advance information: Providing a mailer company 78
5.11 Advance information: Invoicing information 79
5.12 Advance information: What to do if capacity is not available? 80
5.13 Advance information: Cancellation 81
5.14 New mailing plan 81
5.15 Mailing plan: Postal code distribution 83
5.16 Mailing plan: Dimensions of delivered item 83
5.17 Mailing plan: Information on the preparatory work for mailing 83
5.18 Mailing plan: Posting place and time 84

5.19 Mailing plan: Changing the mailer company 85
5.20 Delivery date calendar 86
5.21 List of deliveries 87
5.22 Delivery time and mailing batch information 88
5.1 Delivery and mailing batch information: Electronic mailing list 89
5.2 Delivery and mailing batch information: Instructions for unitizing 90
6. LIST OF KEY CONCEPTS 91
7. CUSTOMER SERVICE AND OTHER CONTACT INFORMATION 95

1. INTRODUCTION TO PTP

1.1 New functions

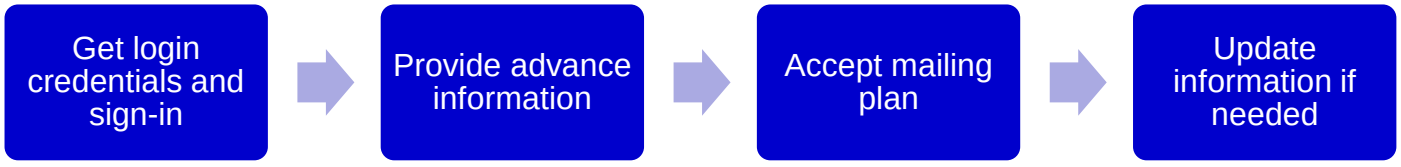
The new version, which was adopted in December 2014, allows the possibility to order new types of unaddressed marketing deliveries for 2015.

As a limited number of new delivery services is available for each postal code area, the PTP asks you to provide sufficient information for reserving delivery capacity and for confirming the reservation.

1.2 General information about PTP

PTP is an easy-to-use tool for providing advance information on large mailing batches, ordering deliveries and keeping information up to date. The mailing batches can be non-recurring or recurring. You can combine addressed and non-addressed delivery, where necessary.

The reporting process typically consists of four phases:



Customer reports advance information on the delivery

- Time of delivery
- Destination of delivery
- What is delivered (does not concern all delivery services)
- Place of mailing (does not concern all delivery services)
- Identity of the mailer company (if known by the customer)
- Invoicing address (selected from a list)

PTP will guide you in providing the information.

Providing advance information is even easier for users of Itella Sorting Service

The users of Itella Sorting Service do not have to enter all information in the PTP. When a mailer company uses Itella Sorting Service, information on the postal code distribution, quantities, and preparatory work for mailing (bundling and transport units) is transferred automatically.

The mailer company approves the mailing plan

When the customer has provided advance information, PTP sends e-mail to the mailer company, asking it to provide and approve:

- Dimensions and weight of the item
- Information to guide preparatory work for sorting and mailing, for example whether the mailer company uses Itella Sorting Service, and what restrictions the mailer company may have set for bundle sizes
- Posting place and time

Contact details in one place

In PTP you can easily find up-to-date contact information of all parties related to mailing. PTP also uses customer and mailer company e-mail addresses for sending confirmation messages and reminders.

PTP handles information safely

The customer and quantity information specified in PTP are the publisher's confidential business information. PTP makes sure that the information is not disclosed to third parties under any circumstances. This obligation also applies to all PTP users.

PTP logs information on who has logged in and when, or edited the information of a publication and in what way.

Better overall view and tools for reporting changes

From alternative views, you can get both a wider and a more detailed overall view of the status of the next items to be mailed.

Information related to mailing can change after the information is provided in advance in PTP. PTP provides the customer and the mailer company with easy-to-use tools for reporting changes.

You can report changed information for a single batch or for several batches at the same time; for example, for all mailings for the rest of the year. The tools are developed continuously to include more features.

PTP creates electronic mailing lists automatically

PTP creates electronic mailing lists by using advance information and the mailing plan, as well as possible changes and additions that you have reported later. If you wish, you can choose when the lists are created or prevent the automatic creation of lists.

Once the lists have been created, you can make changes and specifications directly to the list whose number is shown in PTP in connection with the mailing batch information.

2. GENERAL INSTRUCTIONS

2.1 How to log in to PTP

Log in using your personal Itella Extranet ID at

https://extranet.itella.com/

If you wish to open PTP on your tablet or mobile phone, read the URL from the adjacent image using your camera.

Once you have accessed the Extranet, click the PTP link. You can add a bookmark to your browser by pressing Control + d. Save the bookmark only after logging in so that the bookmark does not direct you to the login page but to your individual page in the Extranet.

When you wish to logout from PTP, click the link in the top right-hand corner. If you leave PTP unused for 30 minutes, you will be logged out automatically.

2.2 User rights and access management

PTP has also been designed to serve information flow between Itella's customers. Advance information provided by the publisher is immediately displayed to the mailer company. The mailing plan prepared by the mailer company can be reviewed by the publisher at any time. The service shares contact details between different parties. As a user of PTP, you have comprehensive access to publication mailing information in a single location.

For the sake of information security, it is important that each organization and PTP user has separate user IDs and, therefore, the correct user rights.

For information security, it is important that each user has the correct user rights. Your Extranet ID must contain user rights to the PTP service and the details of one or more publishers.

Each organization has one PTP administrator who is responsible for creating IDs for other users, and ensuring that, during changes in personnel, the IDs and user rights are updated accordingly. If you do not have access to your publications, contact your organization's administrator.

In addition to your organization, Itella's sales personnel have user rights to PTP where the sales personnel can review and supplement any details.

2.3 Language selections

Itella PTP is available in Finnish, Swedish, and English.

You can change the user interface language by clicking the links at the bottom right-hand corner:

2.4 PTP navigation and page hierarchy

- You can return to the user information page through the Front Page link in the top left-hand corner.
- Select a publication under the publisher name in the list on the left.
- If required, open these user instructions through the link in the blue bar in the top left-hand corner.
- When you stop using PTP, log out through the link in the top right-hand corner.

2.5 Browser requirements

PTP is designed for all browsers. You can also use it on all smartphones and tablets. You can use a mouse or the touch screen. PTP works via an Internet connection established through the fixed or mobile network.

PTP does not require your computer and browser to support Flash and Java extensions.

JavaScript is a widely used Web technology which is also supported by mobile browsers. The Itella extranet login page requires that the browser's JavaScript support is enabled. If it is disabled, PTP may be slow and some of the PTP functions will be unavailable.

If you notice that PTP does not work normally, check and reactivate JavaScript according to the following instructions, or contact your organization's IT support.

Internet Explorer (9.0)

1. Select **Tools** from the toolbar.
2. Select **Internet options**.
3. Select the **Security** tab.
4. Select **Custom level**.

5. Scroll down to Scripting.
6. In the Active Scripting section, select **Enable** and click **OK**.

Mozilla Firefox (8.0)

1. Select **Tools** from the toolbar.
2. Select **Settings**.
3. Select **Content** from the menu bar.
4. Select the **Enable JavaScript** tick box and click **OK**.

Apple Safari (5.0)

1. Open the **Safari** menu from your browser's toolbar.
2. Select **Preferences**.
3. Select **Security**.
4. Select the **Enable JavaScript** tick box.

Google Chrome (15.0)

1. Click the wrench icon in the browser's toolbar.
2. Select **Options**.
3. Click the **Under the Hood** -tab.
4. Click the **Content Settings** button under Privacy.
5. Under JavaScript, select **Allow all sites to use JavaScript**.

Updating the browser and installing security updates may have an impact on JavaScript settings. If you encounter problems with logging in or using PTP, check your JavaScript settings again.

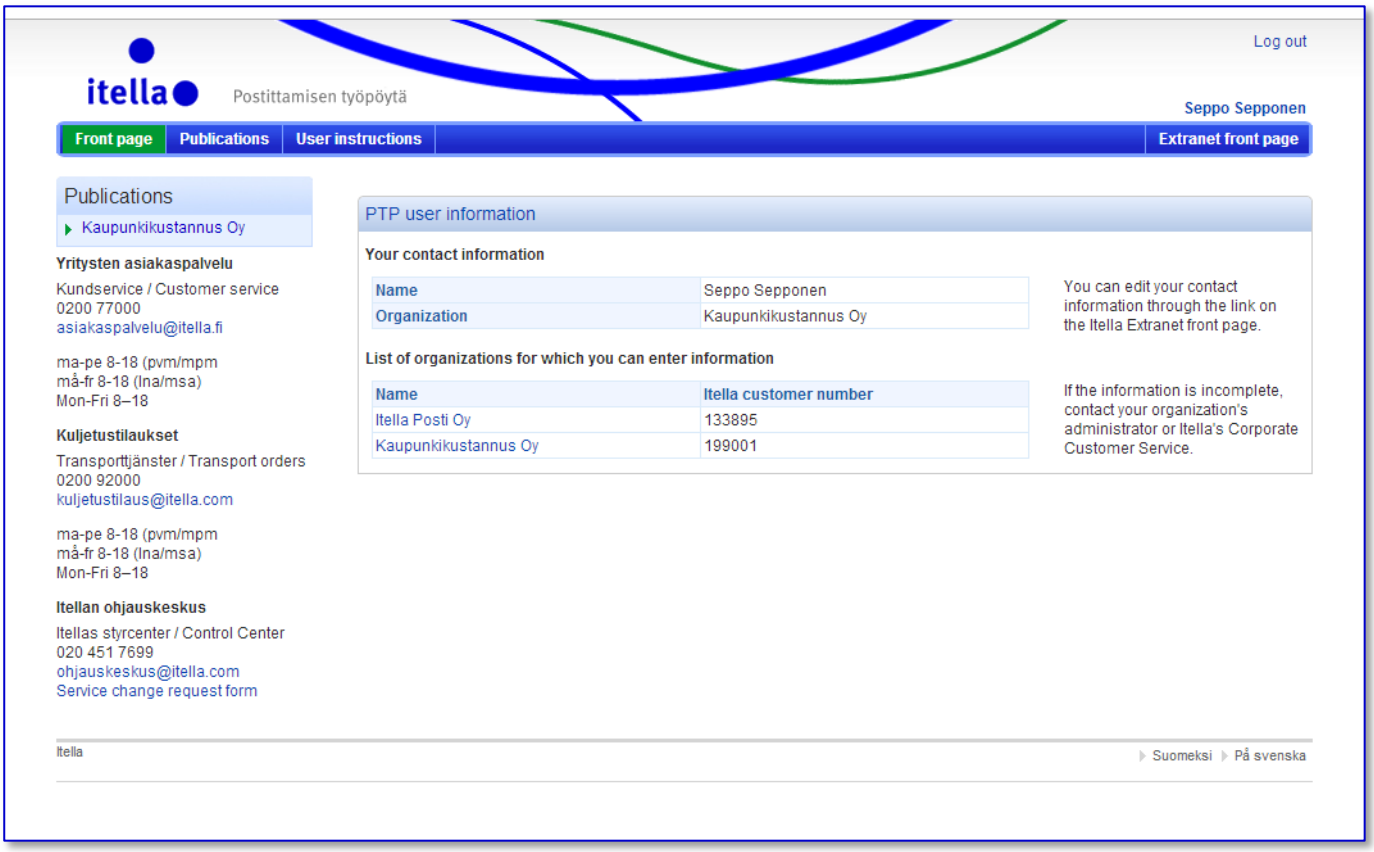
2.6 Availability and service level of PTP

PTP serves you 24/7/365.

3. INSTRUCTIONS FOR PUBLISHERS

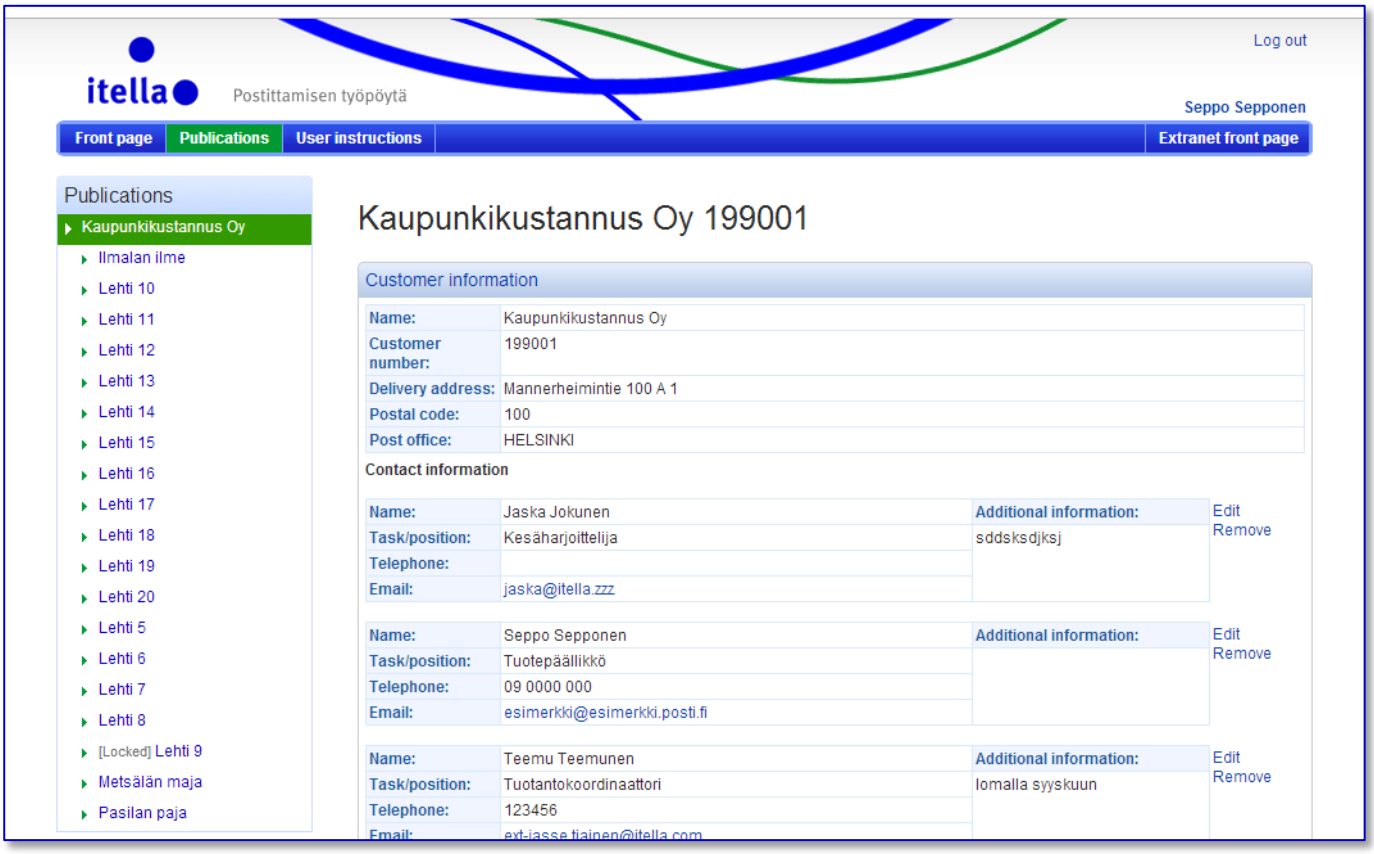
3.1 PTP user's front page

Once you have logged in to PTP, the first page presents a list of the publishers for which you can enter information in PTP. If the information is incomplete, contact your organization's administrator or Itella's Corporate Customer Service.



3.2 Publisher's basic information

Once you have logged in to PTP, the first page presents the publisher's customer information as displayed below:



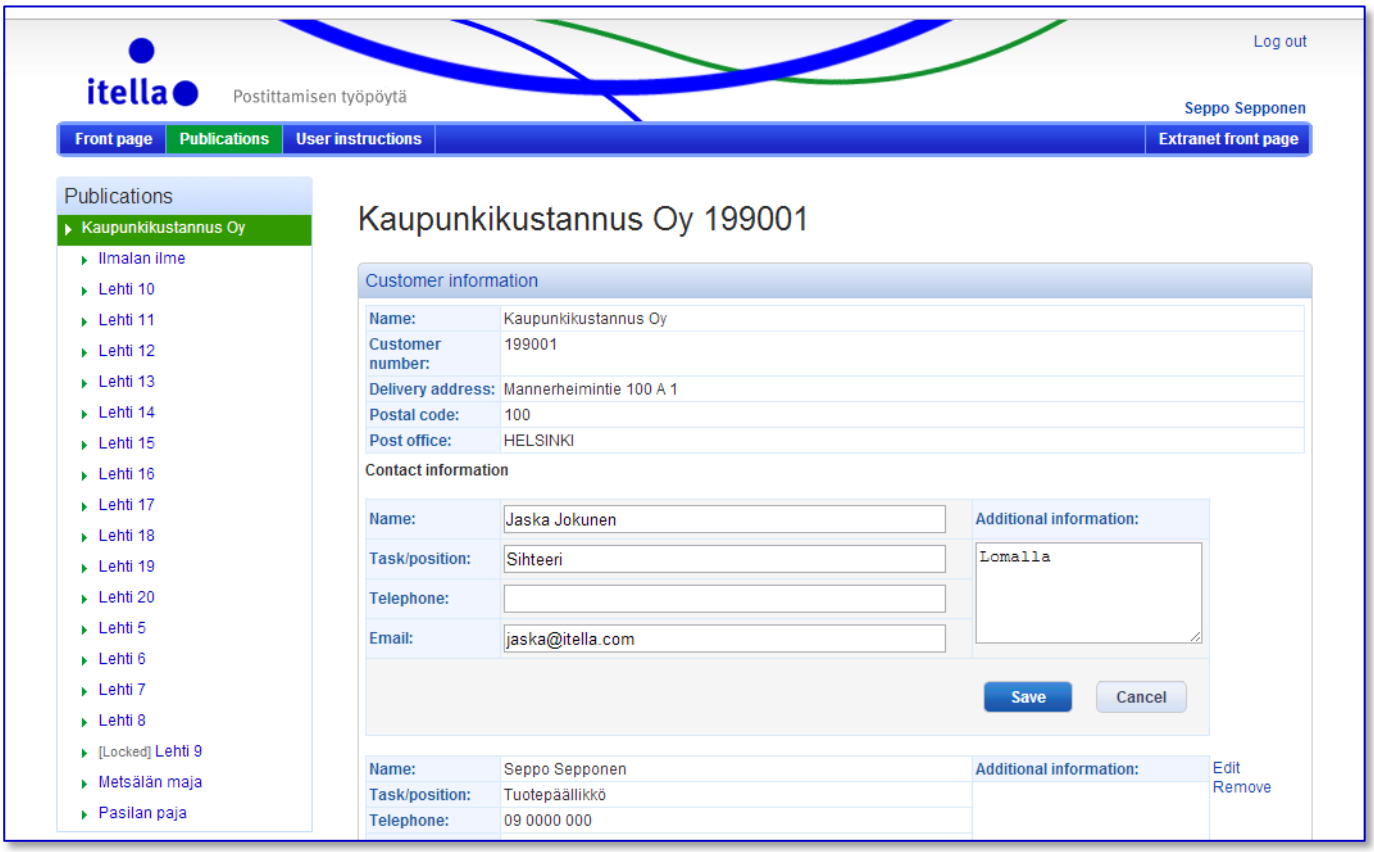
The page name is the same as the publisher's name in the Itella system. The publisher's customer number is displayed after the name.

The publisher organization's name, customer number, or address cannot be edited. If any of these is incorrect, contact Itella's Corporate Customer Service.

The publisher may add information about one or more contact persons to PTP. PTP is designed so that you can update information about all contact persons at the same time on this page.

To add a new person, click "Add new contact information". If you wish to remove a contact person's information from PTP, click the "Remove" link. The publication's contact person does not need to be the same person who uses PTP.

If you wish to edit the contact information, click the links on the right-hand side of the page in order to access the editing mode.



In the editing mode, you can save your changes or cancel them without saving.

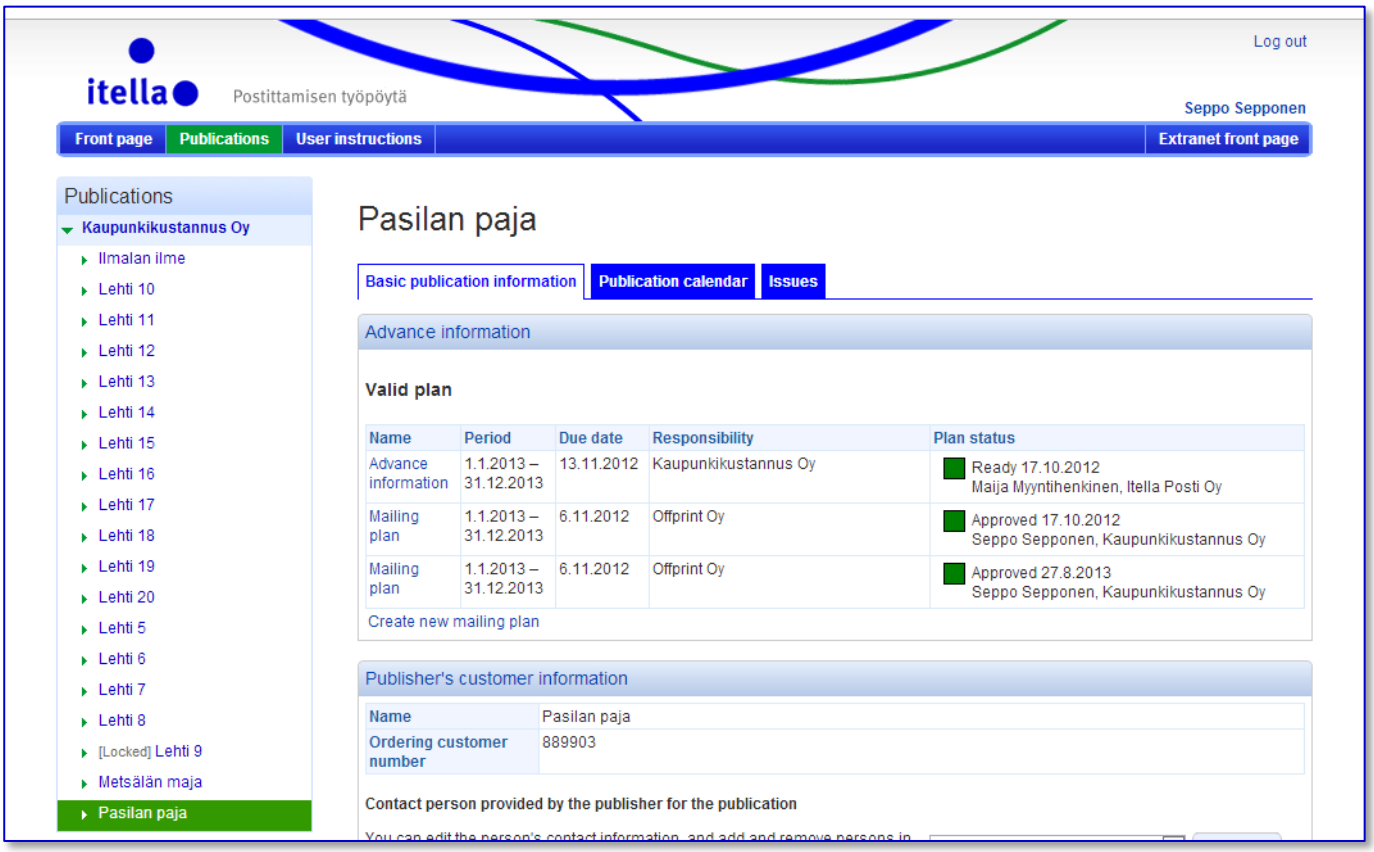
PTP displays contact person information to all parties involved with the publication, including the mailer company. Therefore, it may be useful to enter information about long annual holidays and substitutes in the "Additional information" field.

To review or update information, select publication name from the left-hand side list. PTP will show all publications that Itella's salesperson has connected to the publisher.

Once you have logged in to PTP as a publisher, you can return to the publisher's basic information by clicking the front page link at the top left-hand corner.

3.3 Basic publication information

By clicking a publication name under the publisher in the left-hand side list, you can access the publication's basic information.



In the **Advance information** section, PTP displays status information about advance information for which the publisher is responsible and the mailer company's mailing plans. "Period" refers to a time interval under planning which typically is the following calendar year.

If the publisher has entered advance information for one calendar year on different occasions, the dates on the Advance Information row specify which period the information concerns. Please note that PTP presents the plans as they were originally created and approved, even if the mailer company or publisher later made changes in issue-specific information. You can always view the latest information through the list or calendar view.

If the advance information list contains incomplete plans highlighted in yellow (due date approaching) or red (due date passed), they should urgently be completed and marked as ready. Open a plan by clicking its name.

To add a new mailer company for a publication, click the **Create new mailing plan** link. PTP always creates as many mailing lists for each issue as there are valid mailing plans for the publication. PTP does not limit the number of mailer companies or the mailing plans for which these are responsible.

Instead, each publication can have only one valid publisher and one piece of advance publisher information. A publication’s advance information periods cannot overlap. If there are changes in advance information in the middle of a year, contact your Itella salesperson who will end the period and open a new template for advance information.

In the **Customer information** section, you can select a contact person for the publication. The publication's contact person may be any of the persons added to the publisher's basic information page. Several publications may have the same contact person. You can edit the person's contact details or add a new person on the publisher's basic information page.

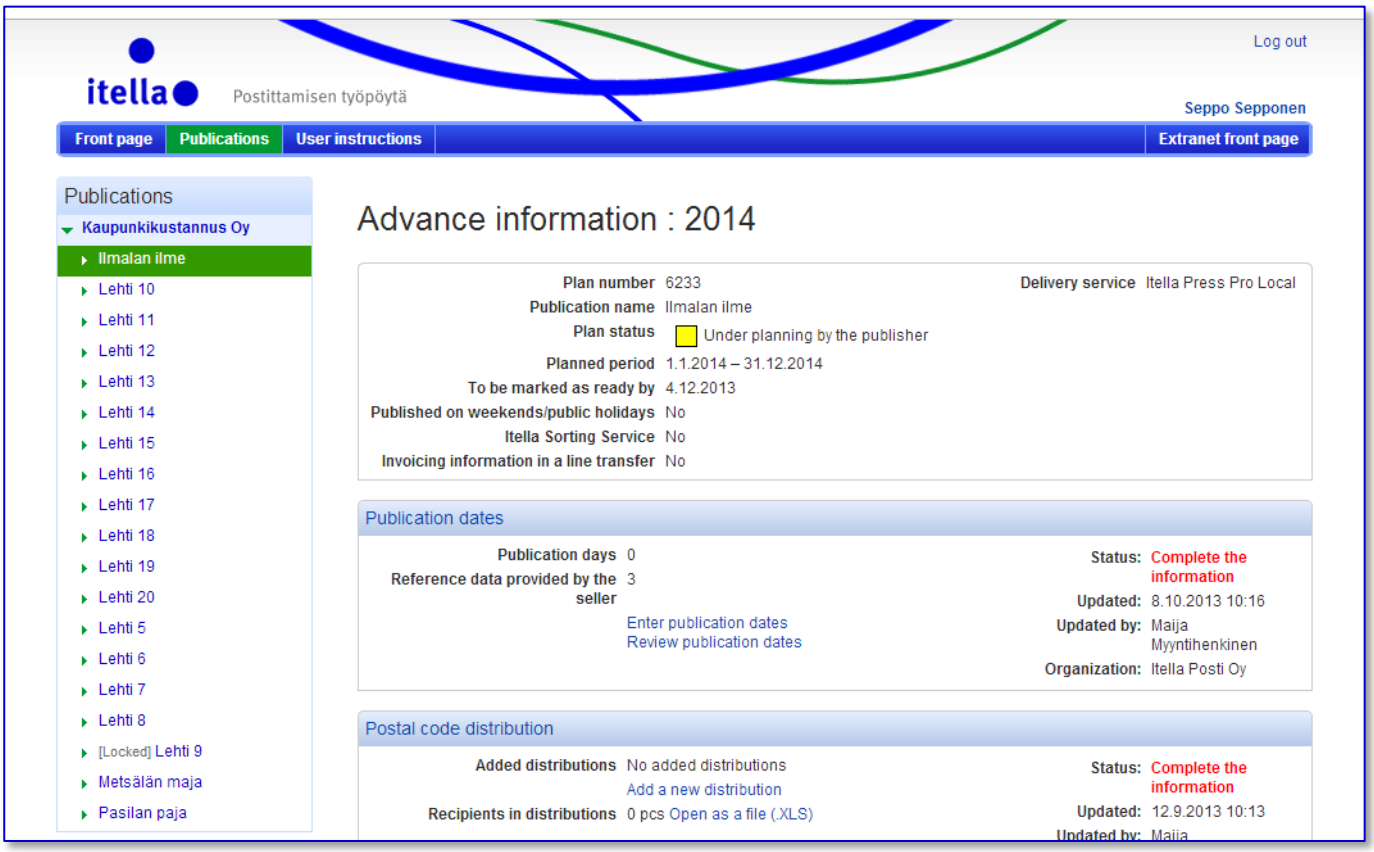
In the **Mailer company's contact information** section, you can see a list of mailer companies the publisher has reported in its advance information. If no advance plan has been prepared or approved for the publication, the list of mailer companies will be blank.

Mailer companies are responsible for entering and updating their contact information. If the contact information is missing or incorrect, contact the mailer company.

Mailer companies can agree upon mailing issues directly with Itella.

3.4 Publication's advance information

Open a view of advance information by clicking the link on the basic publication information page.



The advance information form must be completed and marked as ready by the due date displayed in the topmost box.

You can enter all information at once or enter some information only and complete the form later. You cannot mark the form as ready until all information has been entered. PTP allows more than one user to complete and edit the information.

Depending on the delivery service (product) in use, the information in the uppermost box can or cannot be edited. If there are mistakes in the information and no Edit button is visible, please contact Itella Corporate Customer Service.

The **In contract-based delivery** text means that the publication is delivered outside the basic delivery (on weekdays).

The **Itella Sorting service in use** text means that, according to information previously shared with Itella, the mailer company uses the Itella Sorting Service, because of which Itella receives the majority of mailing information automatically.

Invoicing information in line transfer means that an Itella customer has indicated to enter each mailing order's invoicing information automatically through the line transfer. In this case, Itella will not add complete rows to the electronic mailing list on the basis of the information entered in PTP.

Dimensions

Depending on delivery service (product), the form may contain a section requesting you to enter the dimensions and weight of the item to be mailed. This information is necessary if the availability of the delivery service has been limited. PTP will make an accurate resource reservation based on item size. Dimensions and weight must be provided when the mailer company is preparing the mailing plan at the latest.

Publication dates

Next, enter the publication dates by clicking **Provide publication dates**. A calendar opens where you can check that you have selected the correct dates.

When you have provided the required information, the status information in the form field on the right changes from red to green. At the same time, you will see information on by whom and when the information was provided. If an Itella salesperson already provided the publication’s information for the PTP, his/her name and organization will appear in the status data field.

Postal code distribution

In the postal code distribution box, click **Create new distribution** or, if you wish to remove an old distribution, the click the Remove link at the distribution you want to remove. If you wish, you can import several files.

For some delivery services (products), it is possible to postpone the providing of the postal code distribution until a later phase. This will be mentioned on the form.

Selecting a mailer company

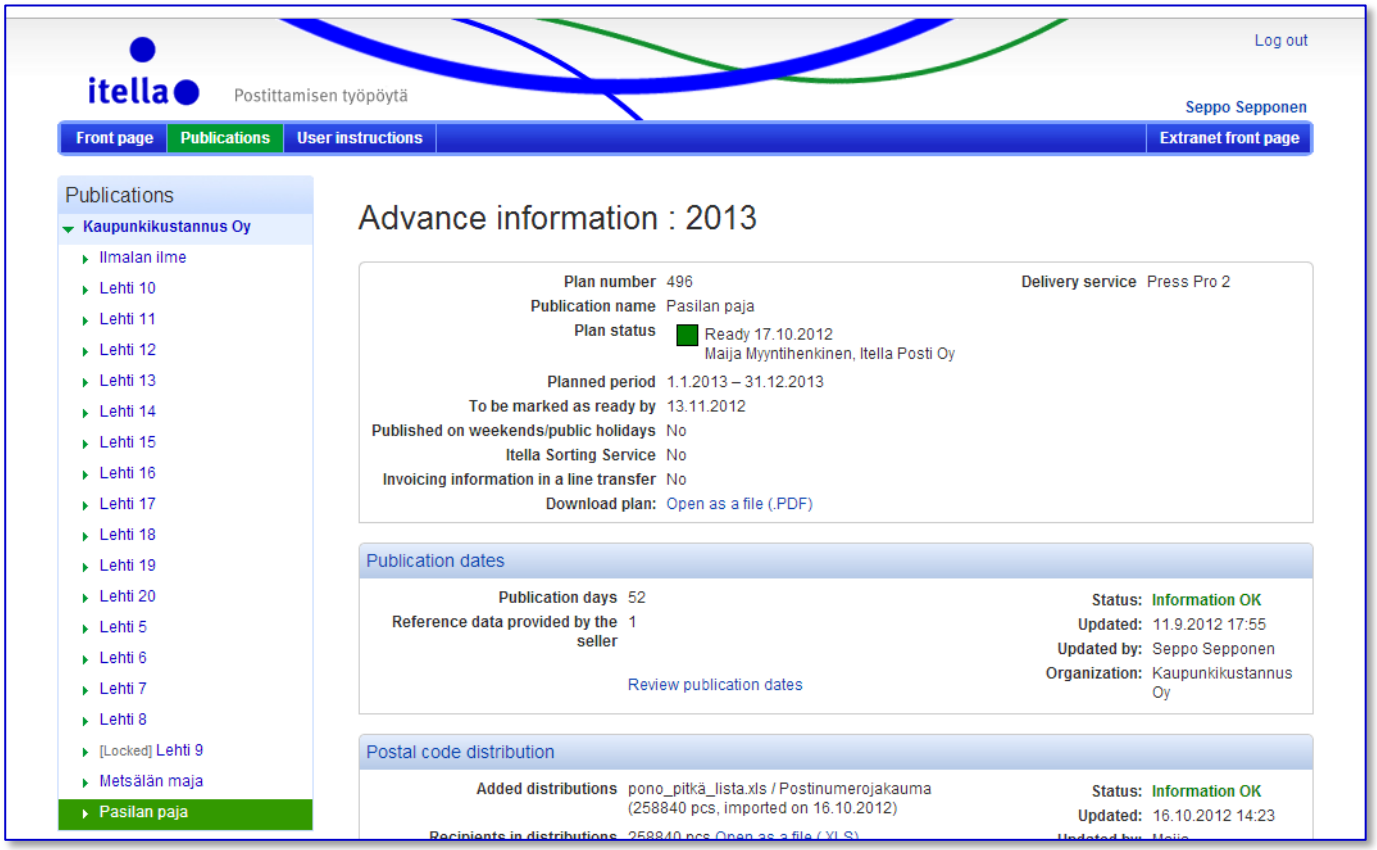
The publisher can select the mailer company from the drop-down menu. If the desired mailer company is not in the list, select Add new and type the name or customer number of the mailer company for carrying out a search. If the mailer

company of the publication is not yet known, choose Mailer company not yet known from the list. Finally, click Save.

Invoicing information

The final detail covers **invoicing information**. Select the correct invoicing address from the drop-down menu. If the information is incorrect or you cannot find a specific address, contact the Itella Customer Service to correct the information.

Once you have completed the data in all of the boxes, click the button on the bottom left-hand side on the page, after which the status of the advance information will be changed accordingly.



After the confirmation, you can save the publication's advance information in your computer as a PDF file by clicking the link.

If you selected the mailer company as part of the advance information and the mailer company has provided its e-mail address, PTP sends a message to the mailer company, requesting it to create a mailing plan.

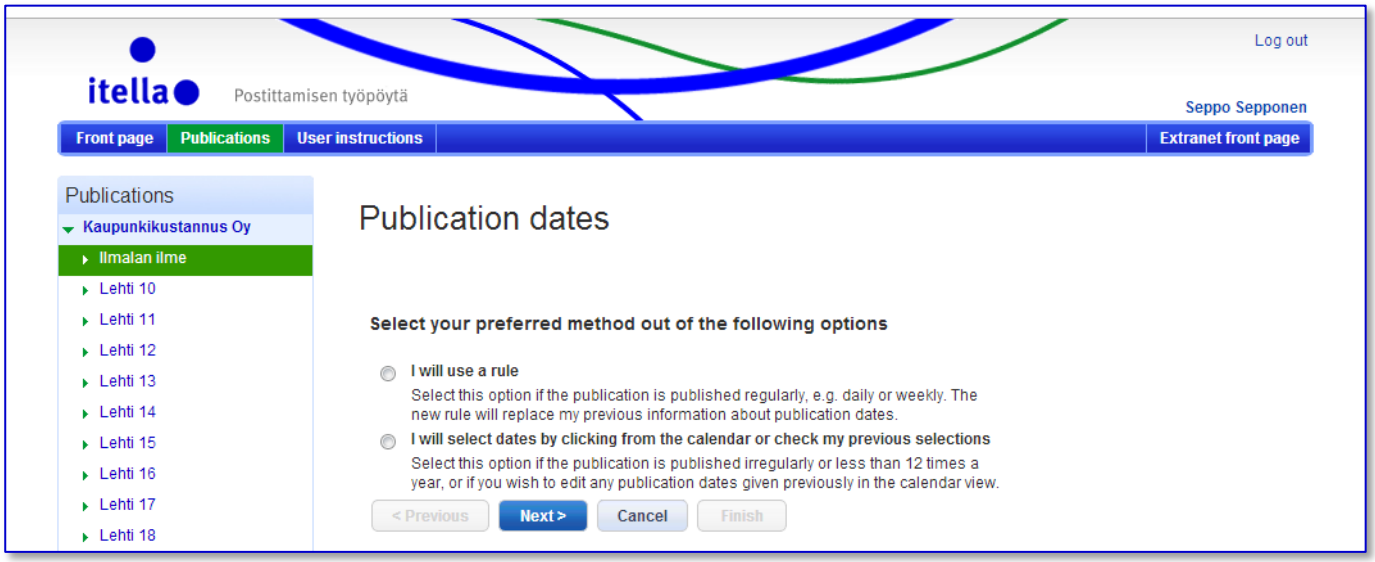
You cannot directly edit the advance information once it has been marked as ready. However, the advance information can always be opened for reviewing through the basic publication information page.

If you have inadvertently approved incorrect advance information or the publication's status has changed after your approval, contact an Itella salesperson or the Corporate Customer Service. They can open the advance information form for editing so that the original advance information is replaced in full or from a specific date onwards. The new corrected version of the advance information and the original version will both be displayed in the list on the basic publication information page.

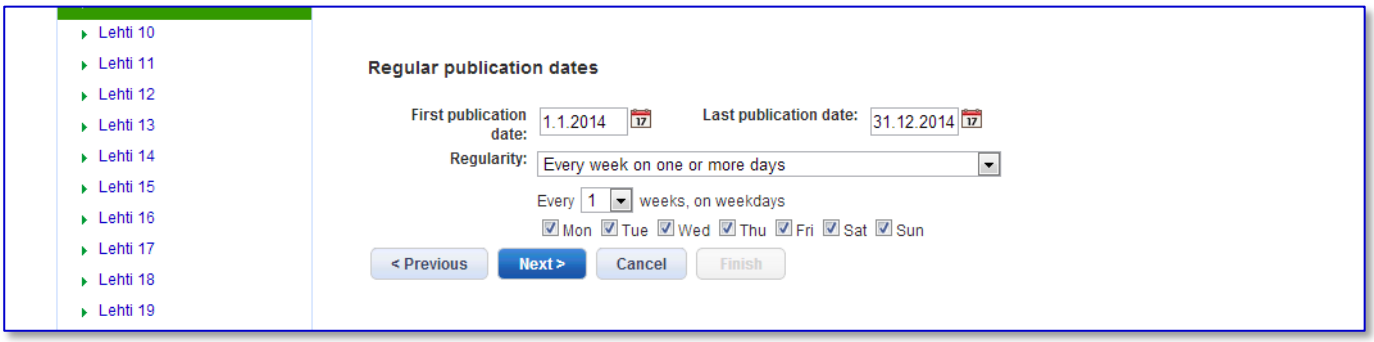
3.5 Publication dates as part of advance information

When you click the **Enter publication dates** link in the advance information form, PTP will ask whether you wish to enter the date on the basis of the rule or by clicking the calendar.

The rule is the easiest way for publications published at specific intervals or on a specific date at least once a month.


Log out
itella
Postittamisen työpöytä
Seppo Sepponen
Front page
Publications
User instructions
Extranet front page
Publications
Kaupunkikustannus Oy
Ilmalan ilme
Lehti 10
Lehti 11
Lehti 12
Lehti 13
Lehti 14
Lehti 15
Lehti 16
Lehti 17
Lehti 18
Publication dates
Select your preferred method out of the following options
I will use a rule
Select this option if the publication is published regularly, e.g. daily or weekly. The new rule will replace my previous information about publication dates.
I will select dates by clicking from the calendar or check my previous selections
Select this option if the publication is published irregularly or less than 12 times a year, or if you wish to edit any publication dates given previously in the calendar view.
< Previous
Next >
Cancel
Finish

If you select the rule based approach, PTP will request you to enter more specific publication information on the following page.



If the publication is published throughout the year, you do not need to change the default dates.

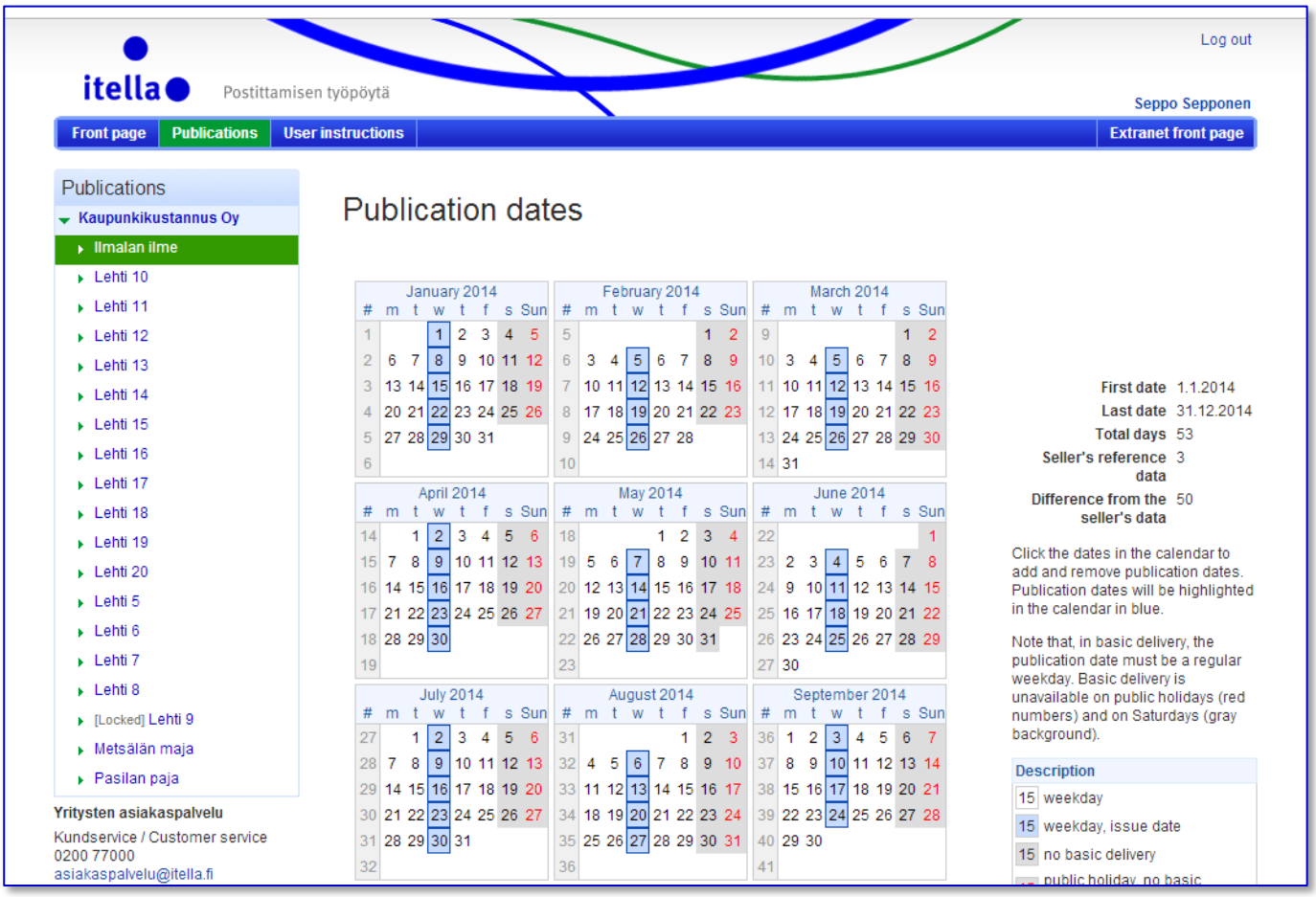
If the publication is started to be published later than at the beginning of the year, replace the default value with the first publication date. If the publication is not published until the end of the year, replace the default value with the last publication date. You can enter new dates or click the calendar icon.

Select the regularity of publication from the drop-down menu and select the publication dates if the publication is published weekly on one or more days. Click the "Next" button, after which PTP will display the publication dates selected as dates squared in the calendar view for reviewing and correcting.

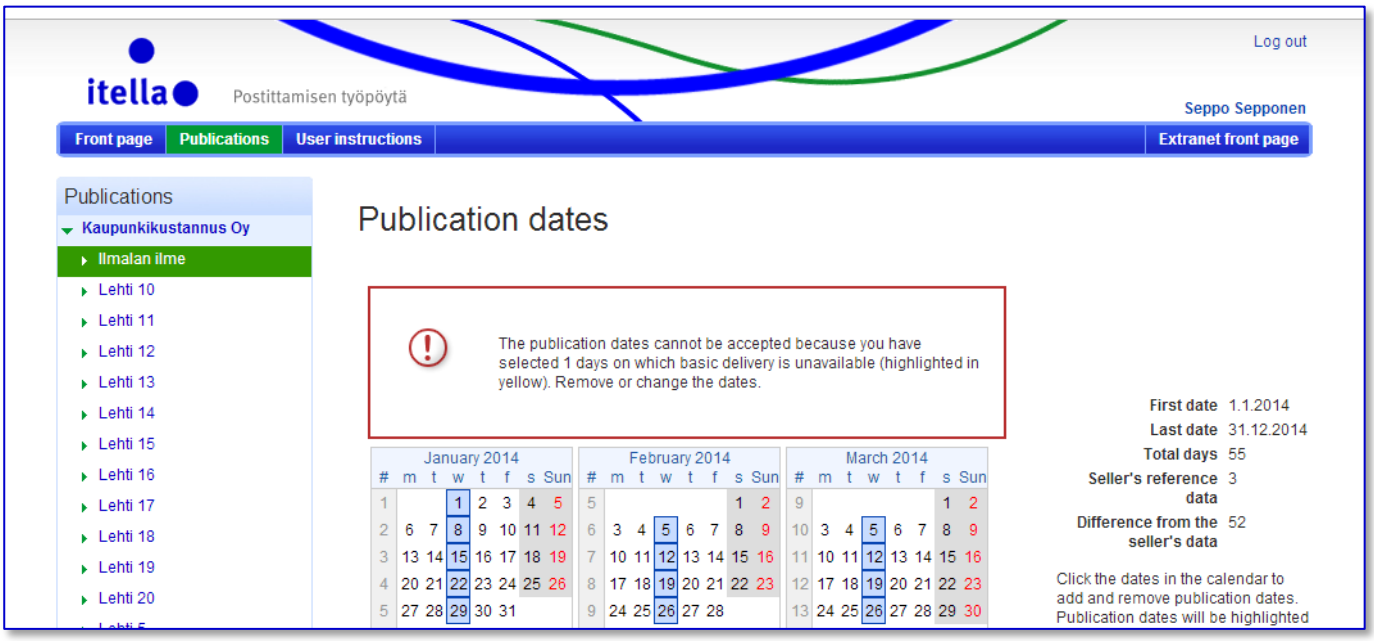
If you first selected that you wish to select the dates from the calendar instead of using a rule, application will take you directly to the calendar view where you can add or remove dates by clicking a specific date.

In the example image below, every Wednesday has been selected as the publication date.

If you wish to add or remove a publication date from the calendar, click the date once.



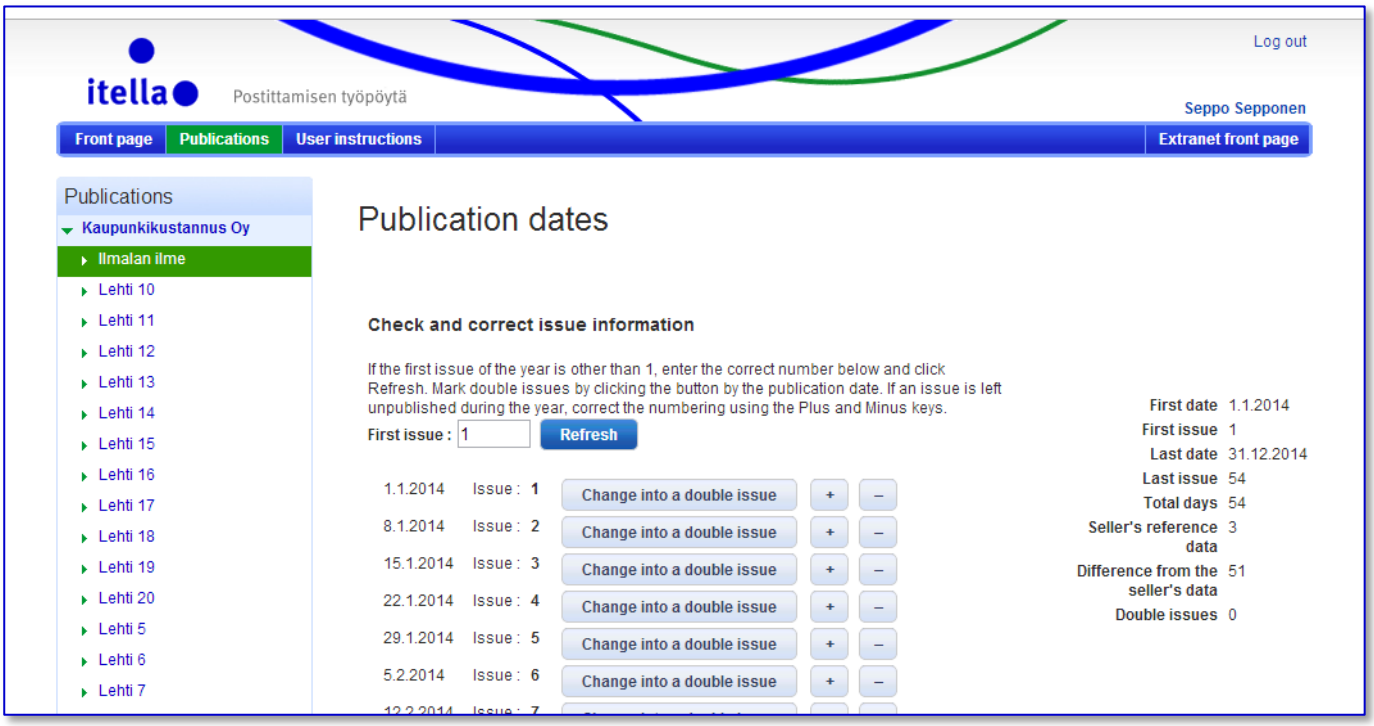
On the right side of the calendar, PTP presents a summary of all publication dates. When all publication dates are displayed correctly in the calendar, click the "Next" button.



If the publication date of a publication mailed through the basic delivery is Saturday, Sunday, or a public holiday, PTP will prompt a message. Correct any such publication dates by clicking the calendar.

If the publication is included in contract-based delivery, you can also select Saturdays, Sundays, and public holidays as publication dates from the calendar. However, pay attention to unusual publication dates and, if the publication is not published on such dates, remove the marking from the calendar.

At the final stage, PTP requests you to check that the publication issues are named correctly.


Log out
itella
Postittamisen työpöytä
Seppo Sepponen
Front page
Publications
User instructions
Extranet front page
Publications
Kaupunkikustannus Oy
Ilmalan ilme
Lehti 10
Lehti 11
Lehti 12
Lehti 13
Lehti 14
Lehti 15
Lehti 16
Lehti 17
Lehti 18
Lehti 19
Lehti 20
Lehti 5
Lehti 6
Lehti 7
Publication dates
Check and correct issue information
If the first issue of the year is other than 1, enter the correct number below and click Refresh. Mark double issues by clicking the button by the publication date. If an issue is left unpublished during the year, correct the numbering using the Plus and Minus keys.
First issue : 1
Refresh
1.1.2014 Issue : 1 Change into a double issue + –
8.1.2014 Issue : 2 Change into a double issue + –
15.1.2014 Issue : 3 Change into a double issue + –
22.1.2014 Issue : 4 Change into a double issue + –
29.1.2014 Issue : 5 Change into a double issue + –
5.2.2014 Issue : 6 Change into a double issue + –
First date 1.1.2014
First issue 1
Last date 31.12.2014
Last issue 54
Total days 54
Seller's reference data 3
Difference from the seller's data 51
Double issues 0

If the name of the first issue of the year (publication date January 2, 2012 in the example) is not number 1, change the value and click the "Refresh" button.

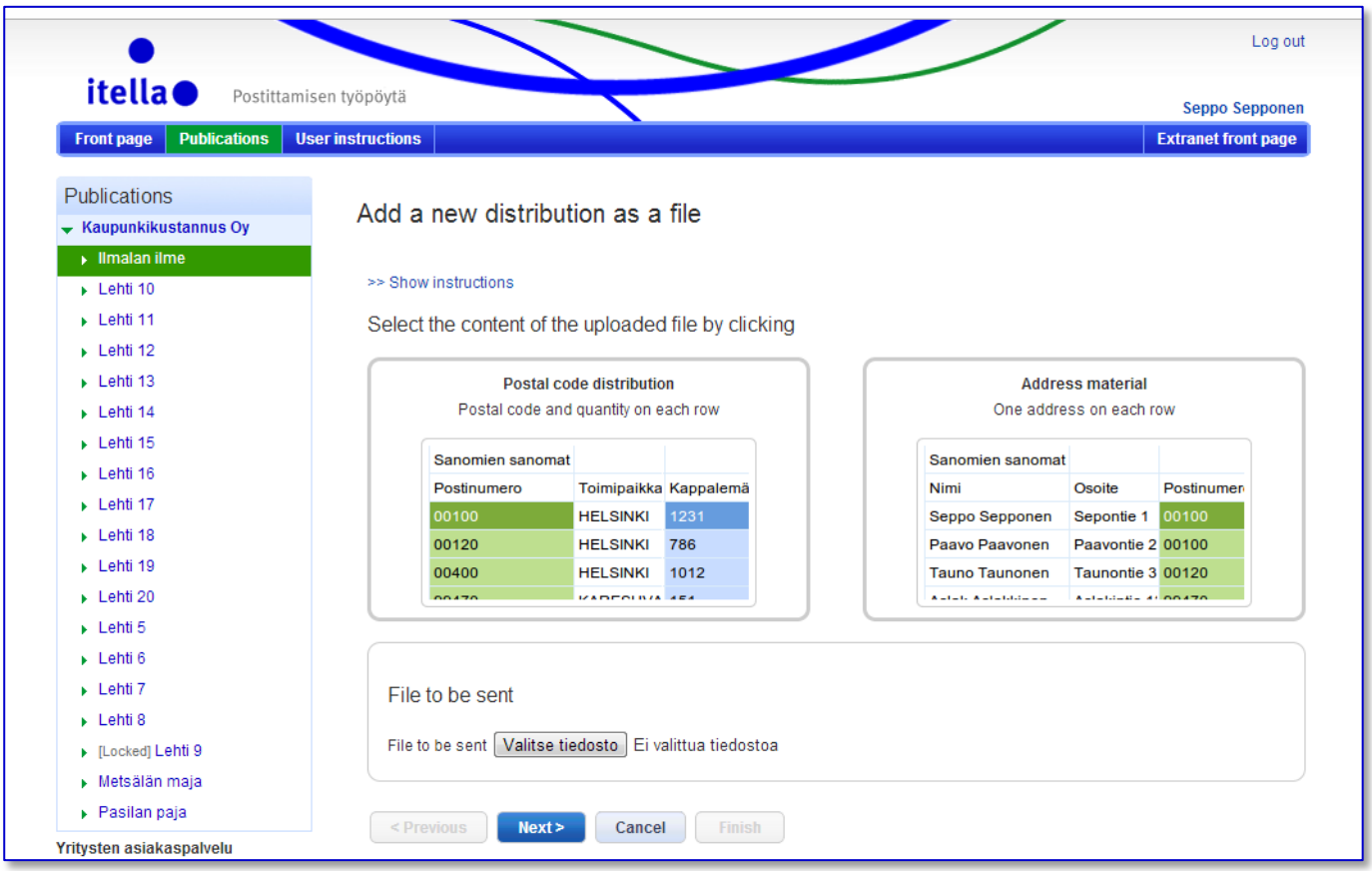
If the publication has double issues, click the **Change into a double issue** button on the specific publication date.

If all publication issues are not mailed to recipients, you can change the numbering by pressing the Plus key. For example, if Issue 4 is not mailed and Issue 5 is mailed directly after Issue 3, press the Plus key by Issue 4 and PTP will correct the numbering automatically. You can cancel your changes by pressing the Minus key. Use the minus button also if the first issue of the year is 53 and it is followed by issue number 1 instead of 54.

If the publication has a publication date on which it is not mailed, click the **Previous** button at the bottom and remove the date from the calendar. Through PTP, you only need to report the publication dates on which the publication is mailed.

Once the list of publication dates has been completed, return to the advance information form by clicking the "Accept" button at the bottom of the page. The advance information form displays the correct number of publication dates.

3.6 Postal code distribution as part of advance information



Postal code distribution refers to the number of people who receive publications delivered by Itella within each postal code area in Finland.

The easiest way to enter this information is to upload an Excel file to PTP, containing a list of recipients (subscriber database). On the basis of the file, PTP calculates the postal code distribution, after which it removes the original uploaded file from its memory.

If a publication has more than one list of recipients, you can upload all of them and PTP will calculate the total data so that you do not have to.

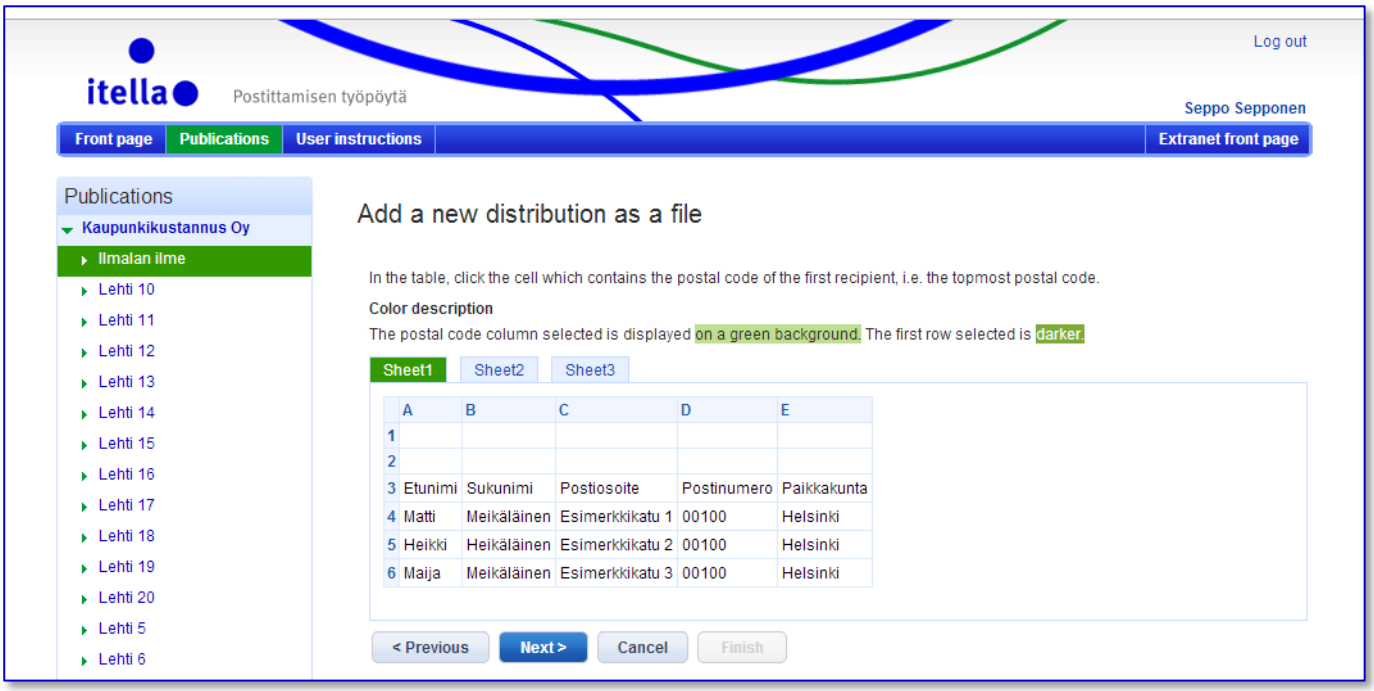
First select the file type to be imported by clicking one of the two choices, either **Postal code distribution** or **Address data**.

The file must be created in Excel 95 or later. The file cannot be password-protected.

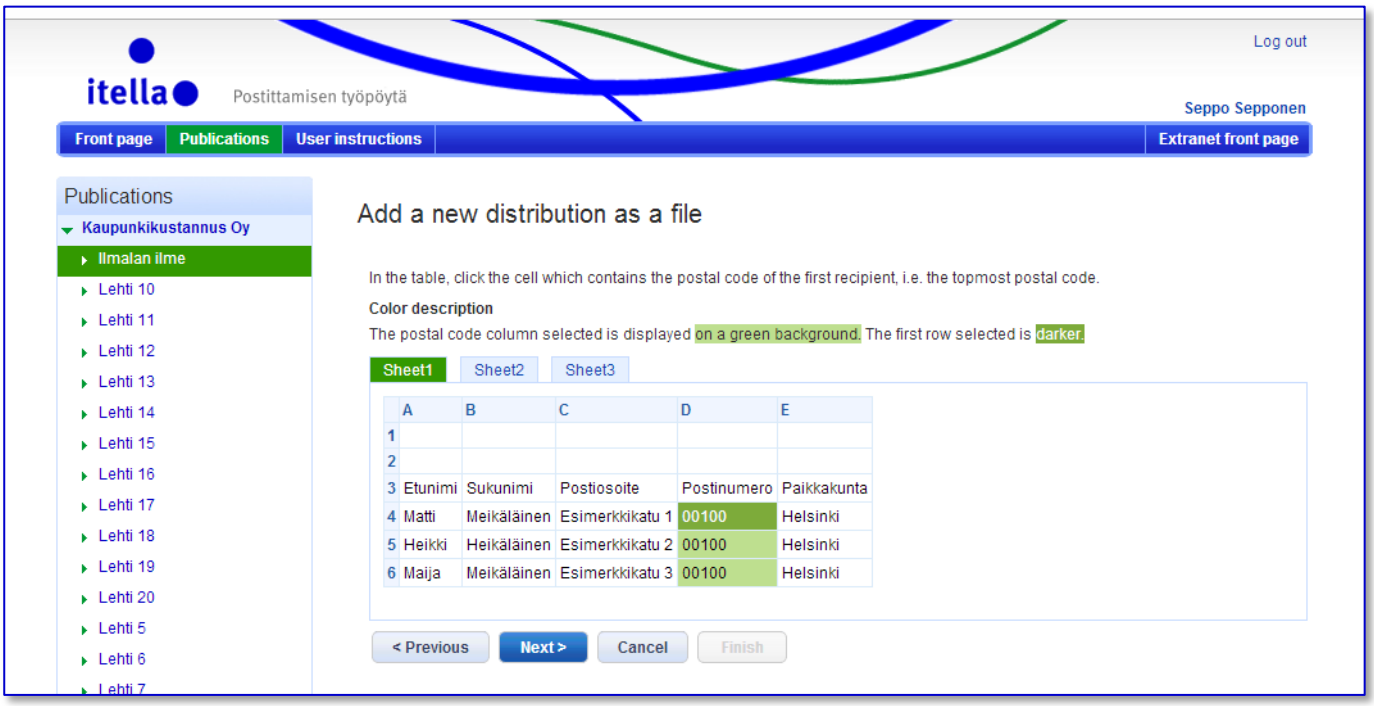
Search for the file from your computer by clicking the "**Browse**" button. Please note that depending on your browser configuration, this button might be labelled with different words.

Once PTP has loaded the file containing the postal code distribution for preview, you can select a work sheet, and the rows and columns from where PTP should read data.

An example of the preview screen when the file contains a publication's list of recipients:

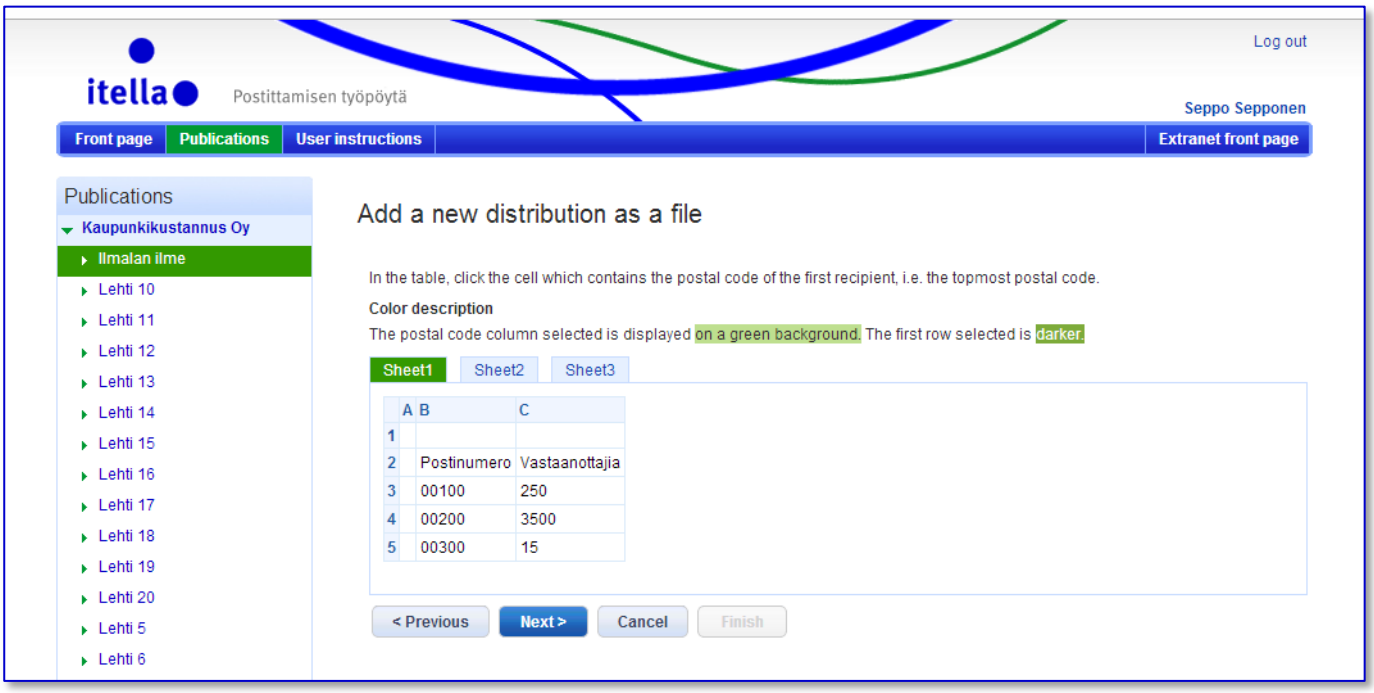


In the table, click the cell which contains the postal code of the first recipient, i.e. the topmost postal code.

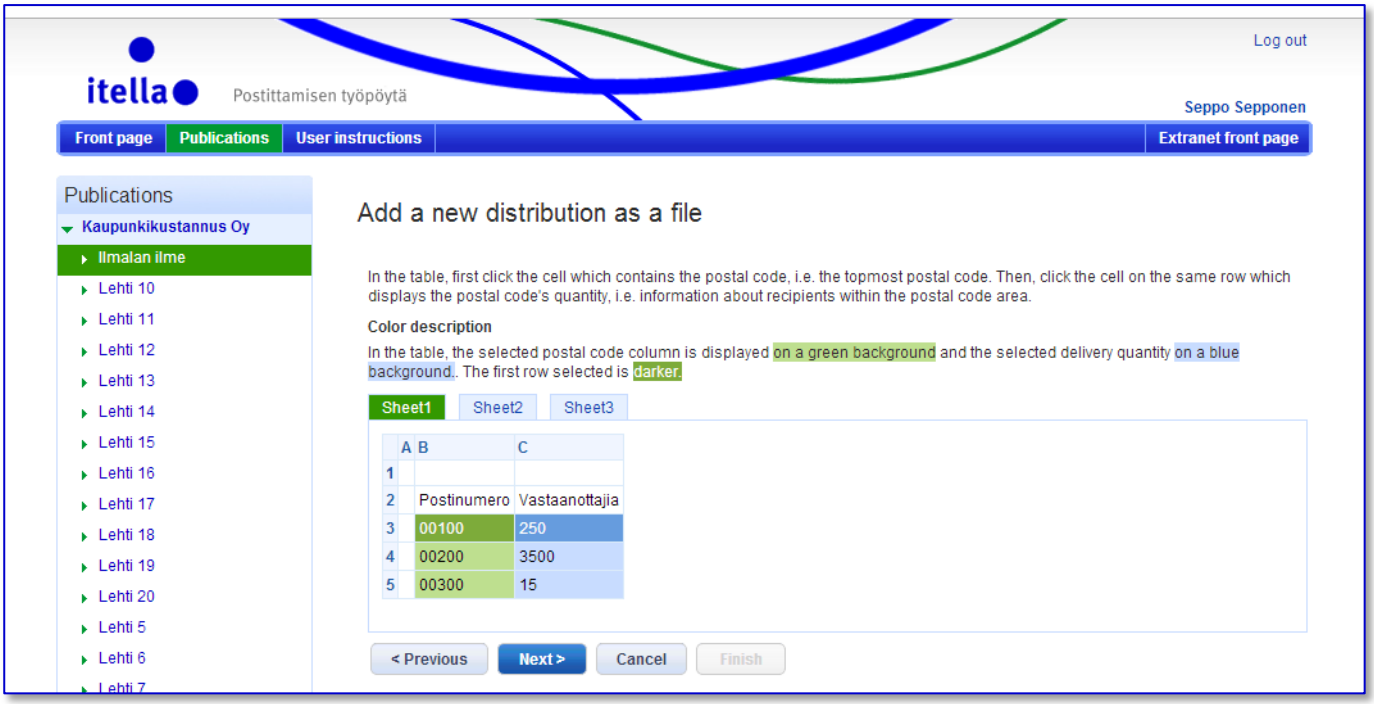


In the example image, postal codes are displayed in the fourth column, starting from the third row. Once you have made your selections, click **Next**.

An example of the preview screen when the file contains postal codes and quantities:

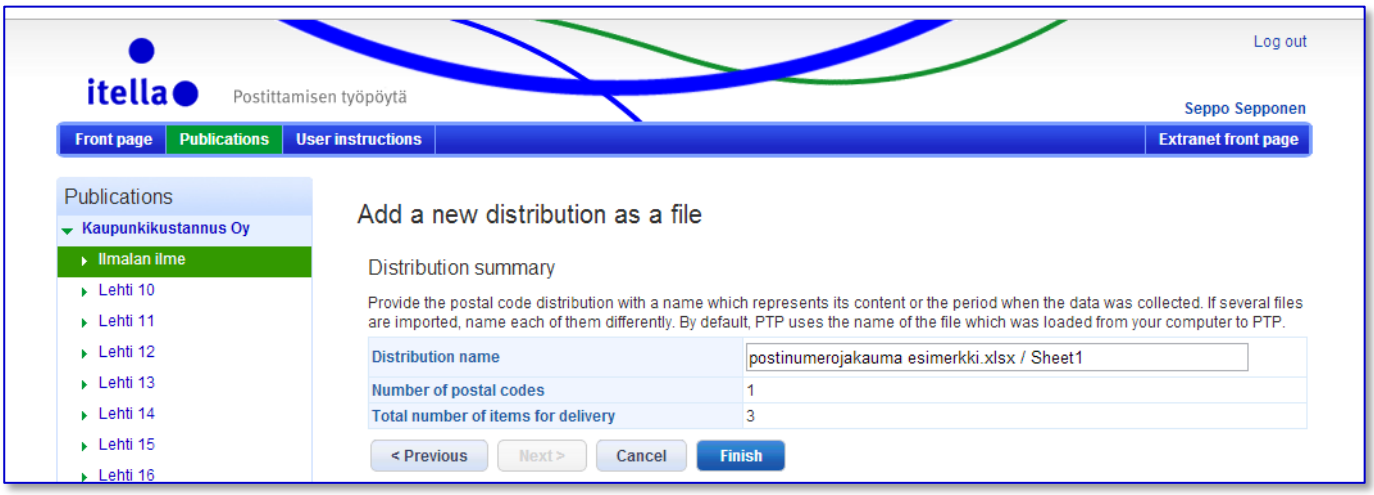


In the table, first click the cell which contains the postal code, i.e. the topmost postal code. Then click the cell on the same row which displays the postal code's quantity, i.e. information about recipients within the postal code area.



In the example image, postal codes are displayed in the second column on the third row. As a result, this column has been selected as the first postal code cell. The third column on the same row has been selected as the delivery quantity cell.

Once you have made your selections, click **Next**.

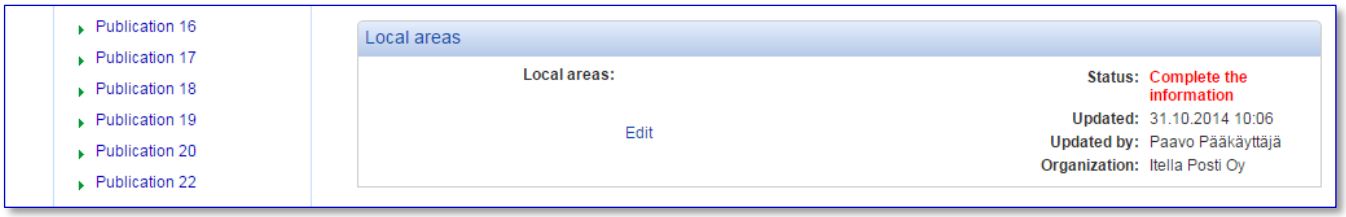


Finally PTP will ask you to enter a name for the postal code distribution. Enter a name or accept the file's original name for the distribution.

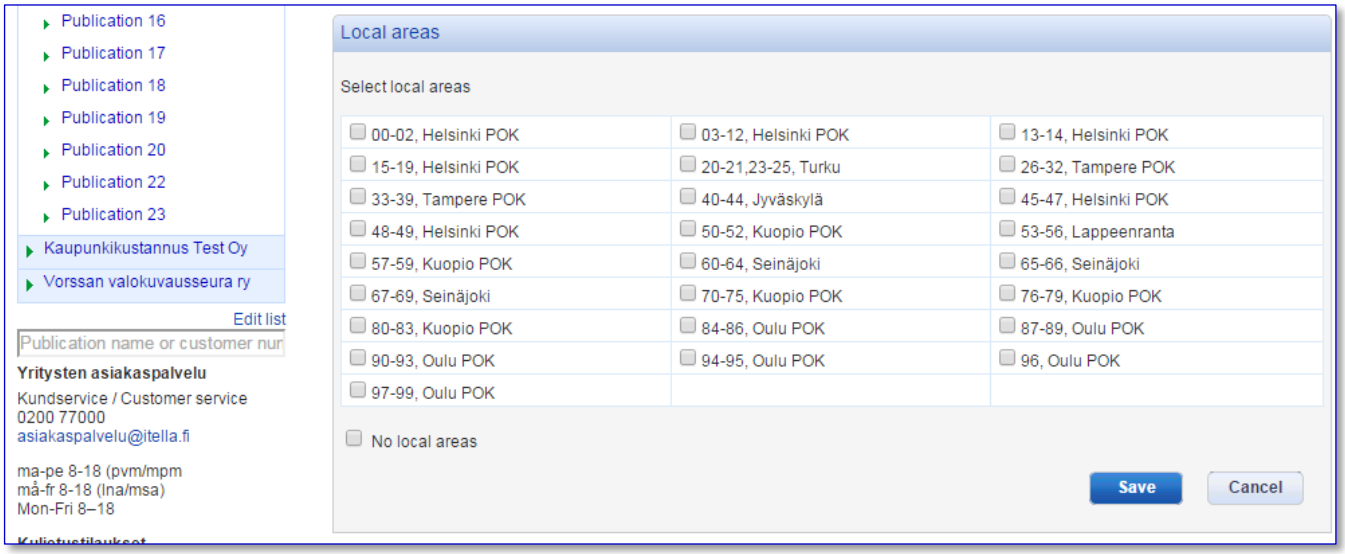
If the number of postal codes does not correspond with the total number of publications to be mailed, you can add new distribution files to PTP. First click the **Accept** button to return to the advance information page.

3.7 Postal code distribution as part of advance information

If you are using affordable local area pricing, based on the postal code distribution and batch size, you can select one or more posting places for its items delivered in the local area.



First click the **Edit** link in advance information, select the places, and save your selections.



3.8 Price calculator

A link to price calculator appears below the name of the delivery service in the upper edge of the advance information form. The calculator will open up as a separate page in the browser. With the calculator, you can check how different quantities and delivery service choices will affect the price of the delivery without making changes to the publication's advance information.

The price calculator shows list prices.

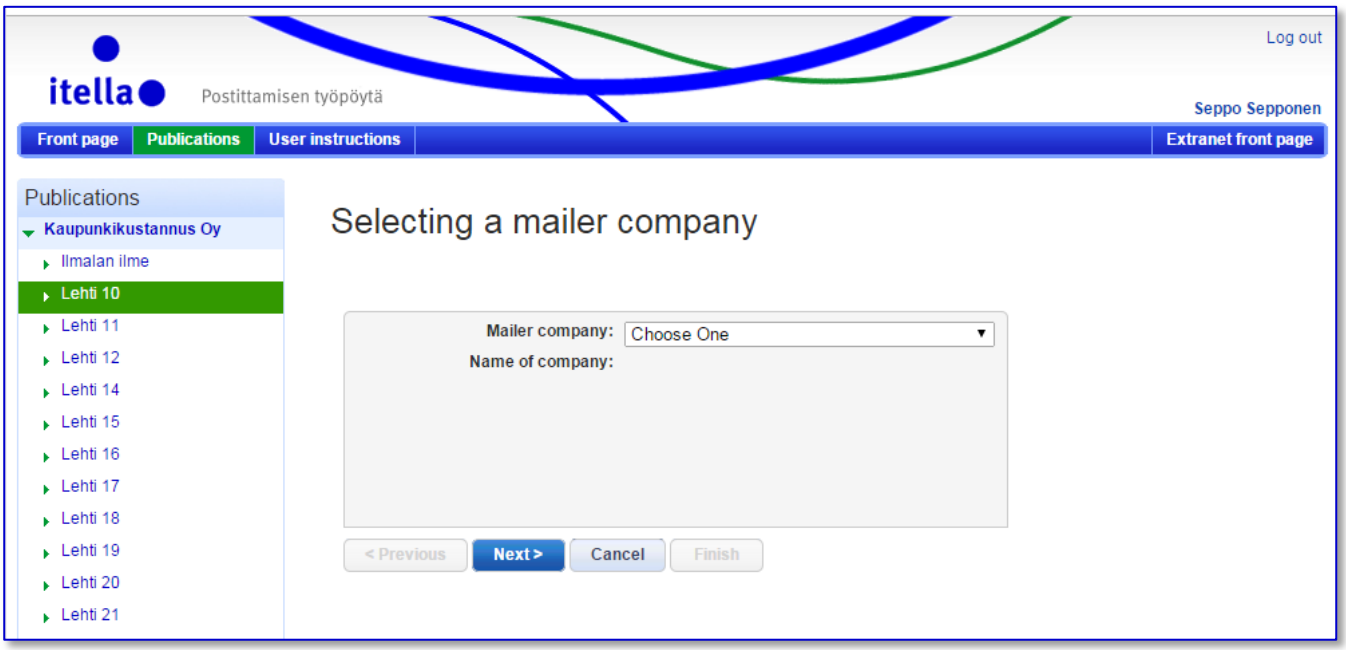
3.9 The mailer company's mailing plan

The mailer company is usually responsible for completing the mailing plan. The publisher can view the mailing plans and, if desired, can edit their content similarly to the mailer company.

In order for the mailer company to have access to the mailing plan, the publisher must select the mailer company on the advance information page or later by clicking the **Create new mailing** plan link on the publication's basic information page, but before the due date of mailing planning.

PTP always creates as many mailing lists for each issue as there are valid mailing plans for the publication. PTP does not limit the number of mailer companies or the mailing plans for which these are responsible.

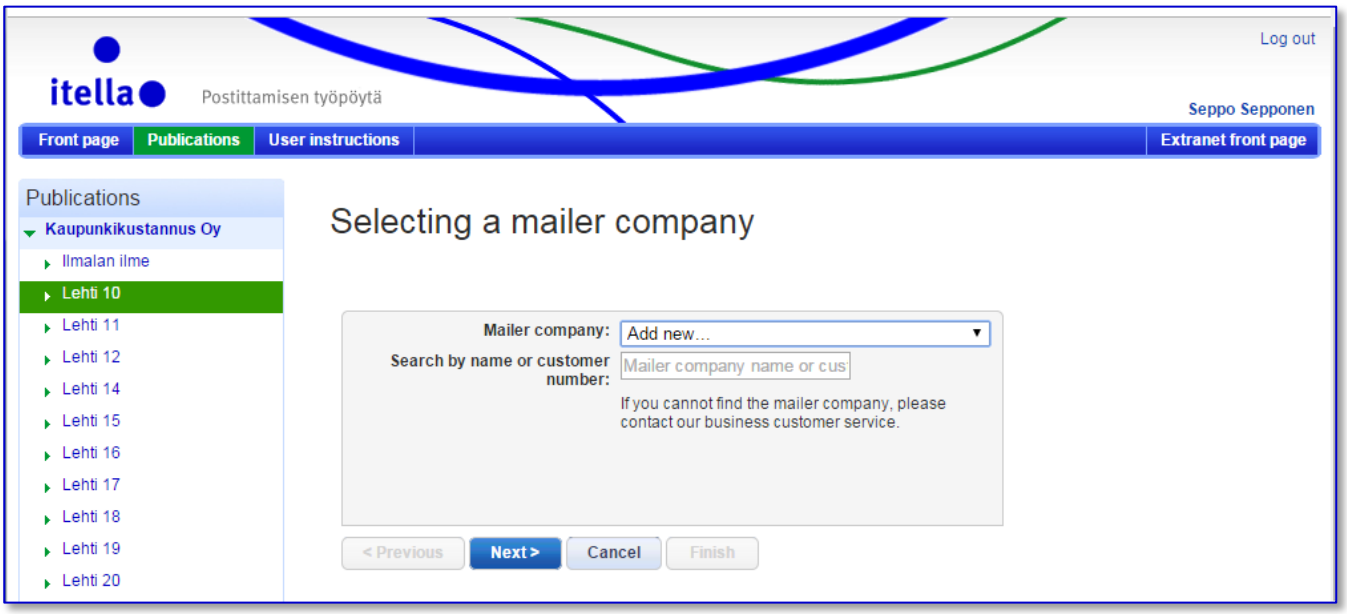
Open the mailing plan view by clicking the link on the basic publication information page. If the publisher has not given information about the mailer company through advance information, PTP will request you to provide the information.



Select the mailer company from the drop-down menu and click "Save".

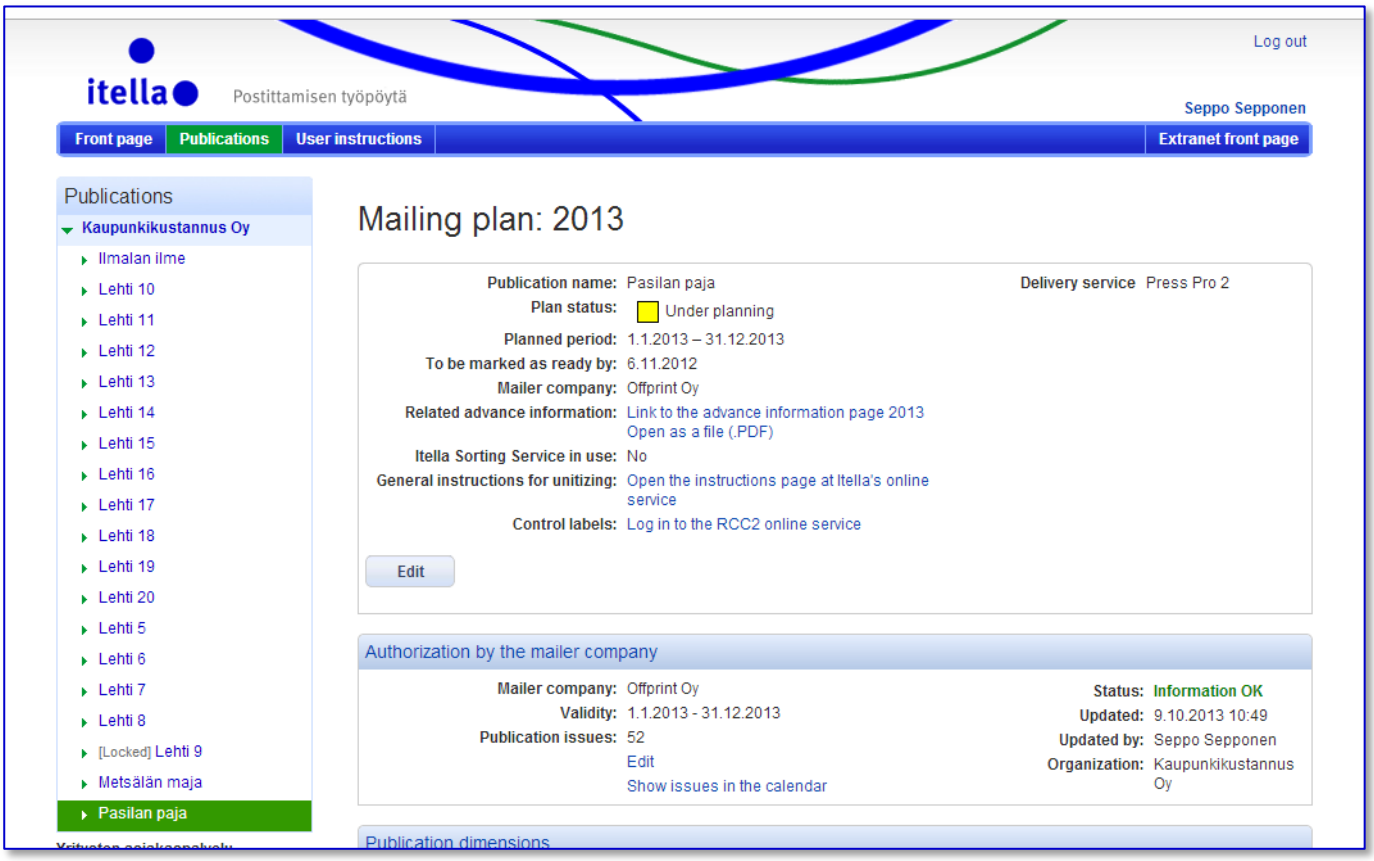
As a result of this action, the mailer company selected has access to the publication's mailing plan and information about publication issues. The mailer company can edit the information. The mailer company obtains the rights after logging in to PTP the next time.

To add a new mailer company, you must have the mailer company's customer number (Itella customer number). If you do not know the number, contact the mailer company.



If the mailer company is still unknown, the mailing plan cannot be completed.

Once the mailer company has been selected, the actual mailing plan page will open.



The new mailing plan is initially in the "Under planning" status.

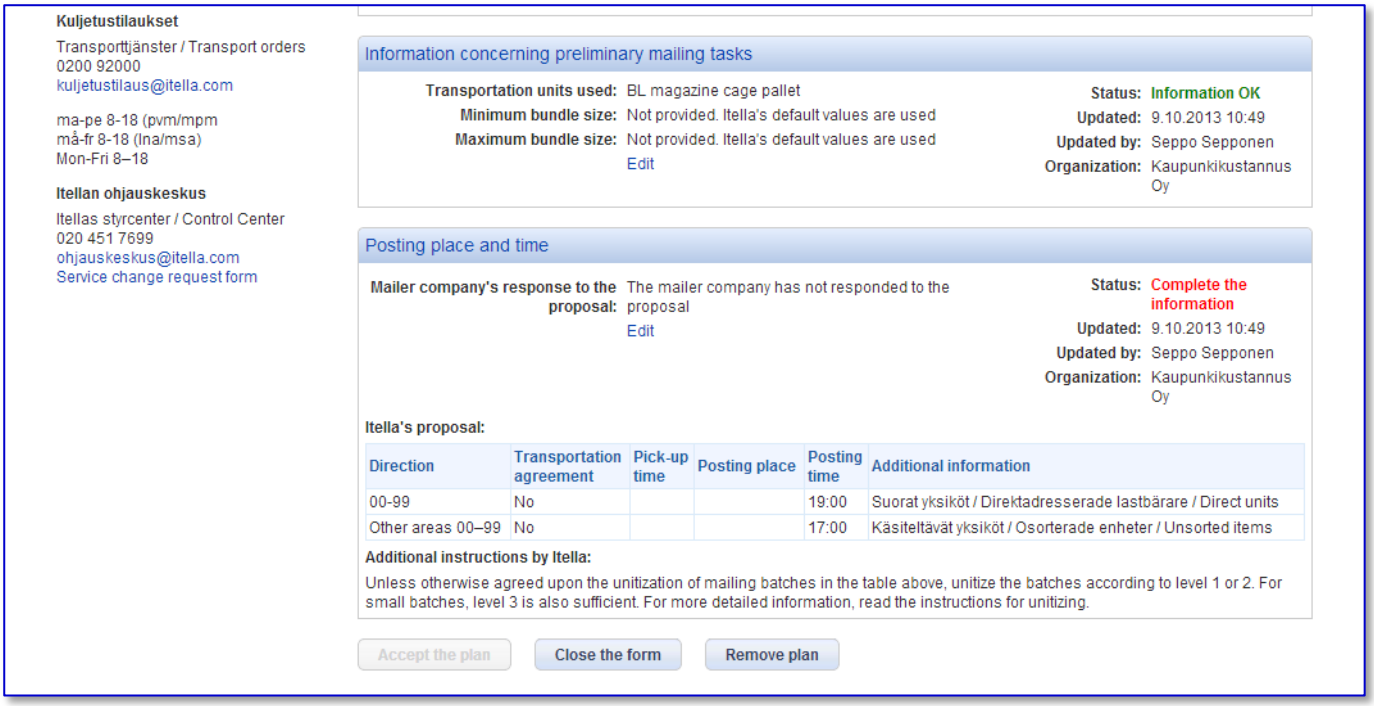
Complete the **Publication's dimensions** by clicking the **Edit** link. Enter the length, height, and thickness of the publication in millimeters (mm). Finally save the data.

If the mailer company uses the Itella Sorting Service throughout the planned period, PTP will not request information related to preliminary mailing tasks. Other mailer companies can enter the data required by first clicking the **Edit** link.

- Tick the transportation units that the mailer company wants to use. At least one transportation unit must be selected.
- You can also enter information about the smallest and largest publication bundle size allowed by the mailer company. This optional information helps PTP in generating instructions for unitizing sent to the mailer company. If this information is not entered, Itella will prepare the instructions for unitizing on the basis of default values.

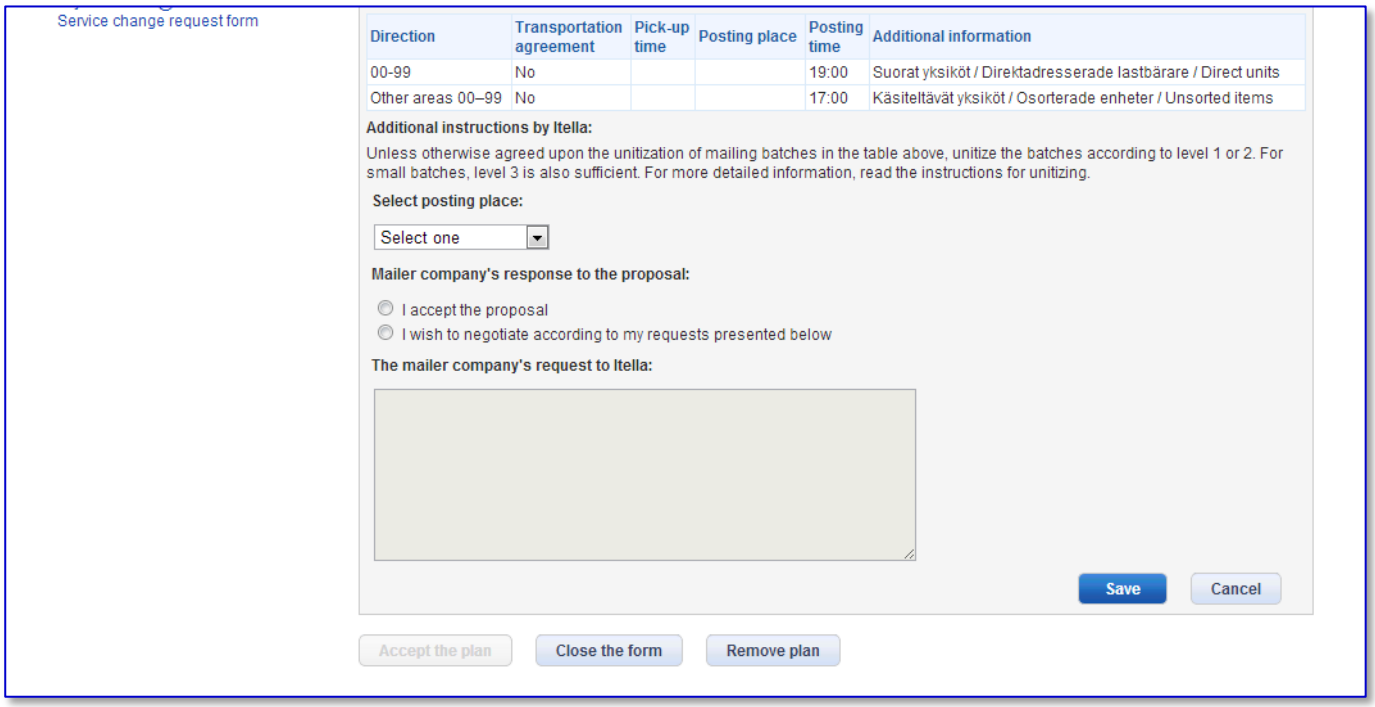
- Finally save the data.

In the final section **Posting place and time**, you can see Itella's proposal for this publication.


Kuljetustilaukset
Transporttjänster / Transport orders
0200 92000
kuljetustilaus@itella.com
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Itellan ohjauskeskus
Itellas styrcenter / Control Center
020 451 7699
ohjauskeskus@itella.com
Service change request form
Information concerning preliminary mailing tasks
Transportation units used: BL magazine cage pallet
Minimum bundle size: Not provided. Itella's default values are used
Maximum bundle size: Not provided. Itella's default values are used
Edit
Status: Information OK
Updated: 9.10.2013 10:49
Updated by: Seppo Sepponen
Organization: Kaupunkikustannus Oy
Posting place and time
Mailer company's response to the proposal: The mailer company has not responded to the proposal
Edit
Status: Complete the information
Updated: 9.10.2013 10:49
Updated by: Seppo Sepponen
Organization: Kaupunkikustannus Oy
Itella's proposal:
Direction | Transportation agreement | Pick-up time | Posting place | Posting time | Additional information
00-99 | No | | | 19:00 | Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99 | No | | | 17:00 | Käsiteltävät yksiköt / Osorterade enheter / Unsorted items
Additional instructions by Itella:
Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.
Accept the plan
Close the form
Remove plan

The proposal contains one or more unidirectional mail batches. In the example image above, there are two loads with the same postal code but, according to additional information entered by Itella production, there are two different posting times.

Respond to Itella's proposal by first clicking **Edit.** Then select from the following two options:


Service change request form
Direction
Transportation agreement
Pick-up time
Posting place
Posting time
Additional information
00-99
No
19:00
Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99
No
17:00
Käsiteltävät yksiköt / Osorterade enheter / Unsorted items
Additional instructions by Itella:
Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.
Select posting place:
Select one
Mailer company's response to the proposal:
I accept the proposal
I wish to negotiate according to my requests presented below
The mailer company's request to Itella:
Save
Cancel
Accept the plan
Close the form
Remove plan

You can either approve the proposal as such or select that you wish to negotiate, after which PTP requests you to write down your wishes for Itella to contact you later.

For some publications, it is possible to change the posting place on this page. If the drop-down menu for changing the posting place is disabled, the place cannot be changed without negotiating with Itella.

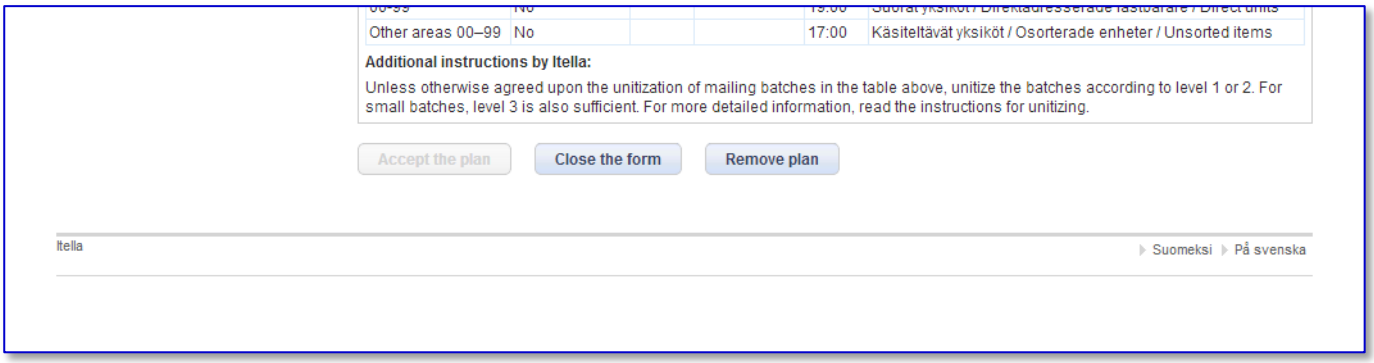
Once all mailing plan sections have been completed, approve the mailing plan by clicking the leftmost button at the bottom of the page.

3.10 Adding and changing a mailer company

To add a new mailer company for a publication, click the Create new mailing plan link on the publication's basic information page in conjunction with the period's advance information.

PTP always creates as many mailing lists for each issue as there are valid mailing plans for the publication. PTP does not limit the number of mailer companies or the mailing plans for which these are responsible.

If you want to change the publication's mailer company, first cancel the current mailing plan by clicking the Remove the plan button at the bottom of the mailing plan page. Once the plan has been cancelled, the mailer company's right to report publication information in PTP is revoked automatically.


Other areas 00–99 No 17:00 Käsiteltävät yksiköt / Osorterade enheter / Unsorted items
Additional instructions by Itella:
Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.
Accept the plan
Close the form
Remove plan
Itella
Suomeksi
På svenska

Next, create a new mailing plan by clicking the **Create new mailing plan** link on the basic publication information page. The plan prompts you to select a new mailer company.

Lehti 18
Lehti 19
Lehti 20
Lehti 5
Lehti 6
Lehti 7
Lehti 8
[Locked] Lehti 9
Metsälän maja
plan 31.12.2013 Canceled
Mailing plan 1.8.2013 – 31.12.2013 6.6.2013 SiniVihreä Oy Approved 31.7.2013 Sinikka V., SiniVihreä Oy
Mailing plan 1.8.2013 – 31.12.2013 6.6.2013 Offprint Oy Under planning
Create new mailing plan
Next plan
Name Period Due date Responsibility Plan status
Advance 1.1.2014 – 13.11.2013 Kaupunkikustannus Oy Under planning by the publisher

If the publication is published at least once a week and you are changing the mailer company later than seven days before the start of the mailing plan's target period, pay attention to any changes in the electronic mailing list.

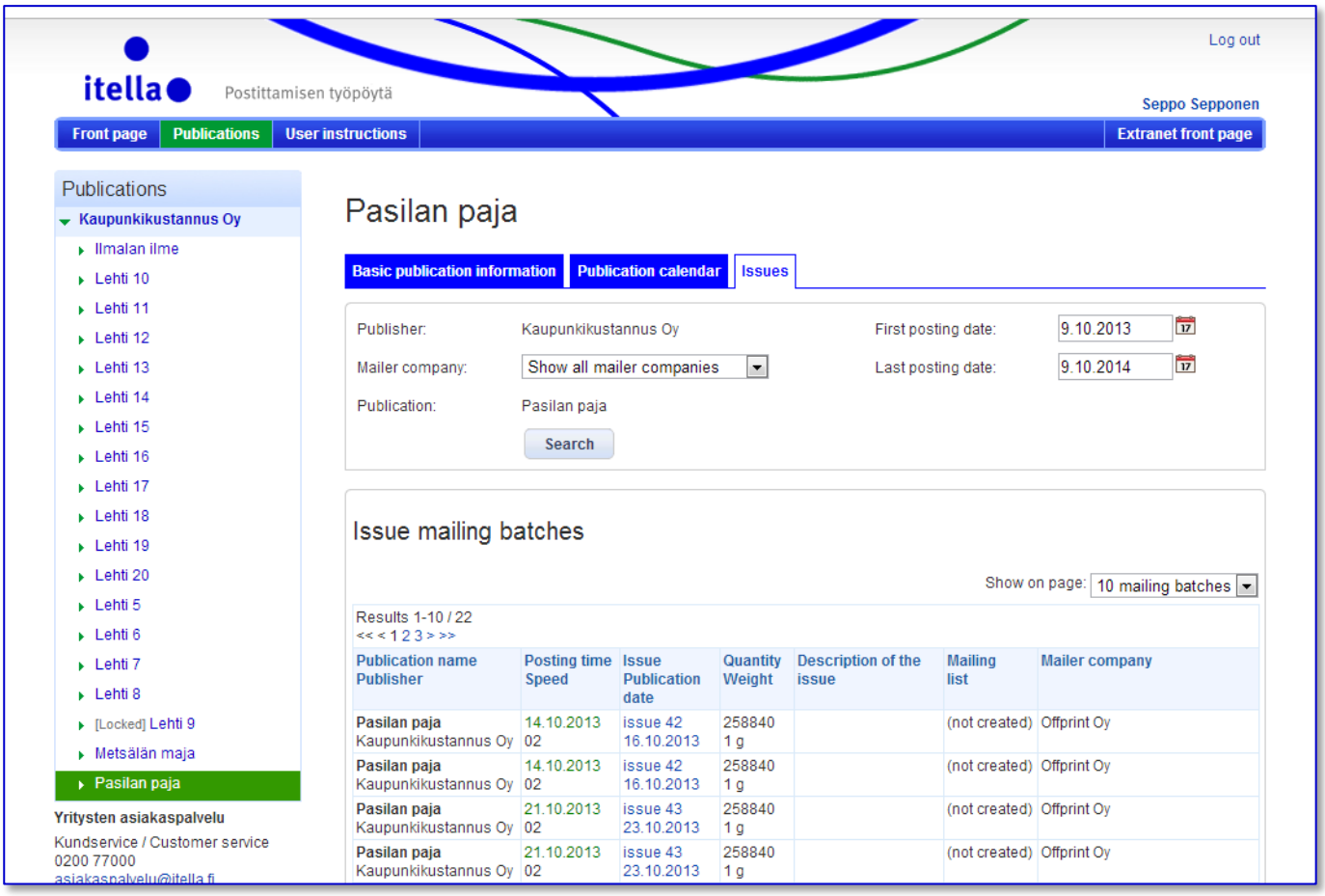
PTP creates electronic mailing lists in advance, primarily one week before the mailing date. For example, if the current year's mailing plan is cancelled in

January, mailing lists for issues to be posted next week will have already been created on the basis of the information contained in the previous mailing plan. The mailing lists must be edited manually.

The mailing list does not need to be edited if the publication is not published during the seven days between the cancellation of the mailing plan and the creation of a new plan. Furthermore, the mailing plan does not need to be edited if Itella Sorting Service is used for the publication or the publication's invoicing material is delivered to Itella as a line transfer.

3.11 Issues

Once you have entered advance information and approved the mailing plan, you can review the list of issues by clicking **Issues**.



The list contains a summary of next issues, each represented by one or several mailing batches. Because PTP generates mailing batch information on the basis of the advance information and mailing plan, the list will be blank until the

publication has at least one approved mailing plan. List contains only issues with posting date later than mailing plan acceptance date.

Usually, an issue has only one mailing batch, meaning that each issue is represented by one row in the list. The rows are in chronological order so that issues published later are presented at the bottom of the list.

If the number of issues is high, not all issues can be displayed at the same time. Using the list's page numbers, you can change the view between issues published sooner and later.

If a single issue has two different mailer companies, it also has two different mailing batches. In this case, the list contains two rows for the single issue. By default, the list displays the mailing batches of all mailer companies. As a publisher, you can limit the view using the drop-down menu. Mailer companies can only see their own batches in the list.

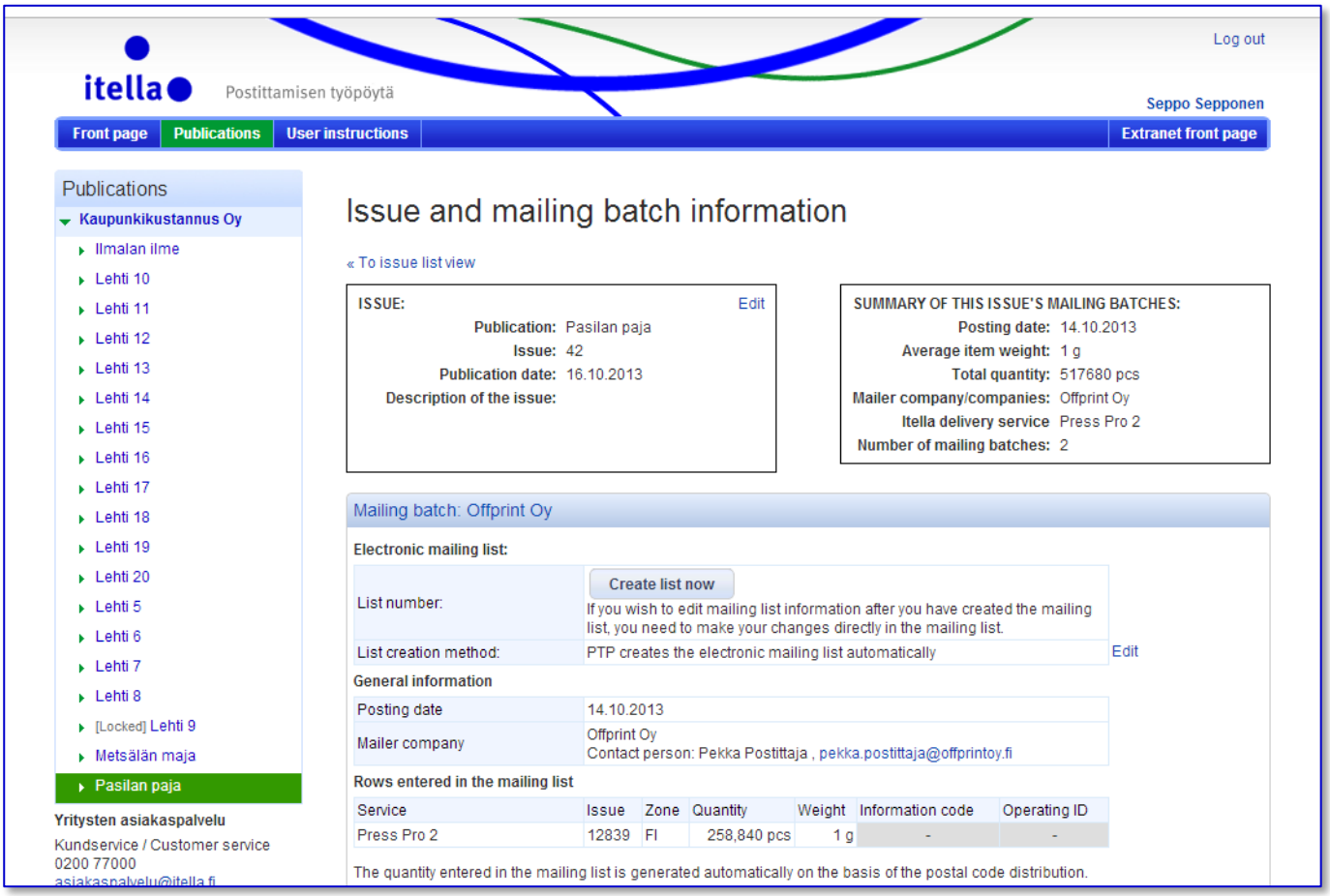
You can also limit the content of the list by editing the first and last publication date. After your selections, click the **Search** button and the list will be updated according to your selections.

On each row, the list contains the following information:

- Publication name
- Publisher name
- Issue posting date and the final time
  If the publication has a transportation agreement with Itella, the pick-up time is typically earlier than the posting time displayed in the table.
- Issue name
- Issue publication date
- Delivery speed (01 or 02)
- Number of issues in the mailing batch
- Item weight of a single publication
- Issue description
- Mailing list status or list number(s)
  If no status data or list number is displayed next to a mailing list, the publication uses the Itella Sorting Service or delivers invoicing information to Itella as a line transfer. As a result, PTP does not receive information about the mailing list. If there are two list numbers instead of one, two lists are exceptionally created for the mailing batch.
- Mailer company name

3.12 Information about issues

You can start viewing a single issue's detailed information by clicking the name of the issue in the list view.



General issue information is displayed at the top of the page on the left. A summary of mailing batches is displayed on the right. The quantity in the summary corresponds to the total number of issues in all mailing batches. The average item weight in the summary is a weighted average, which is calculated on the basis of item weight and quantity of each mailing batch.

Information about each mailer company's mailing batches is displayed in separate boxes below. Usually, there is only one mailing batch for each issue.

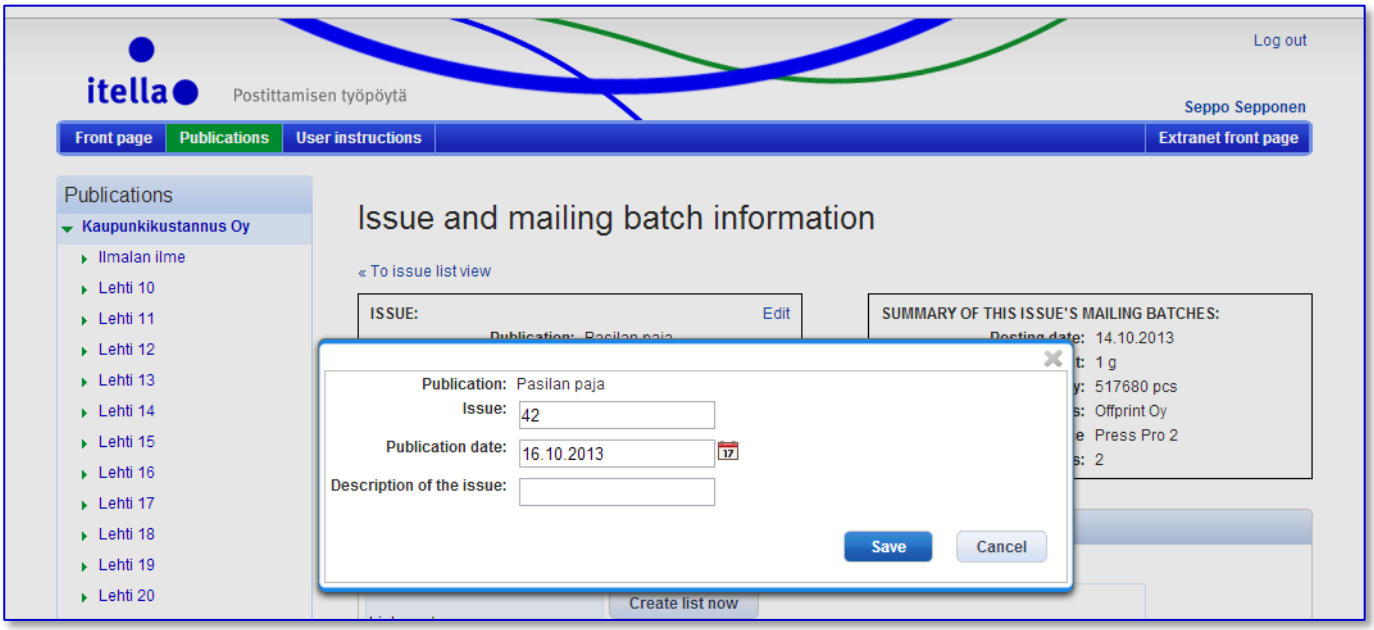
The quantity in the summary corresponds with the total number of issues in all mailing batches. The average unit weight in the summary represents the average item weight calculated on the basis of all issues in mailing batches. Detailed information about each mailing batch is displayed in a separate box.

You can edit the information with the **Edit** link enabled.

You can apply changes to the displayed mailing batch (issue), or conveniently to several issues at the same time. For example, you can enter a new quantity for all issues published during the rest of the year.

3.13 Editing general issue information

If the **Edit** link is enabled in general issue information, you can edit the issue's name (e.g. 1 or 12B, or 3–4), publication date, or description. The information cannot be edited once the electronic mailing list has been created.

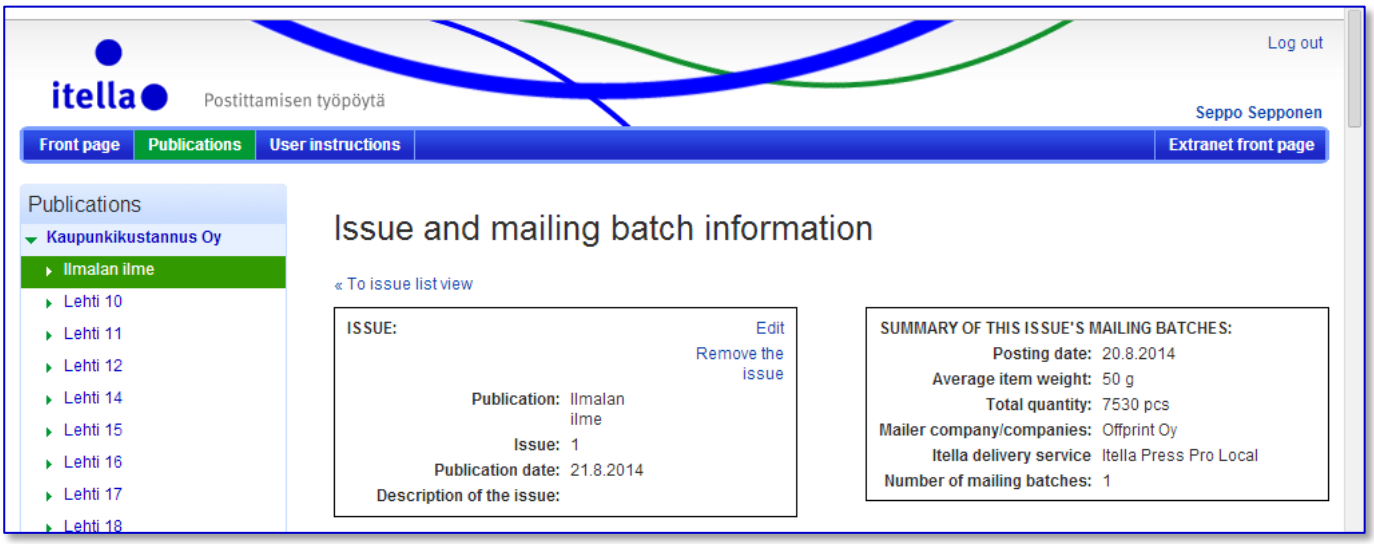


If the publication date is changed, PTP checks automatically that no previous issues have been added to the same date. Also note that the publication date cannot be earlier than one week from the current date.

The issue description is a free text field. PTP adds its content to the mailing list. Use the field and enter the issue description especially if the issue deviates from regular issues.

3.14 Adding and deleting issues

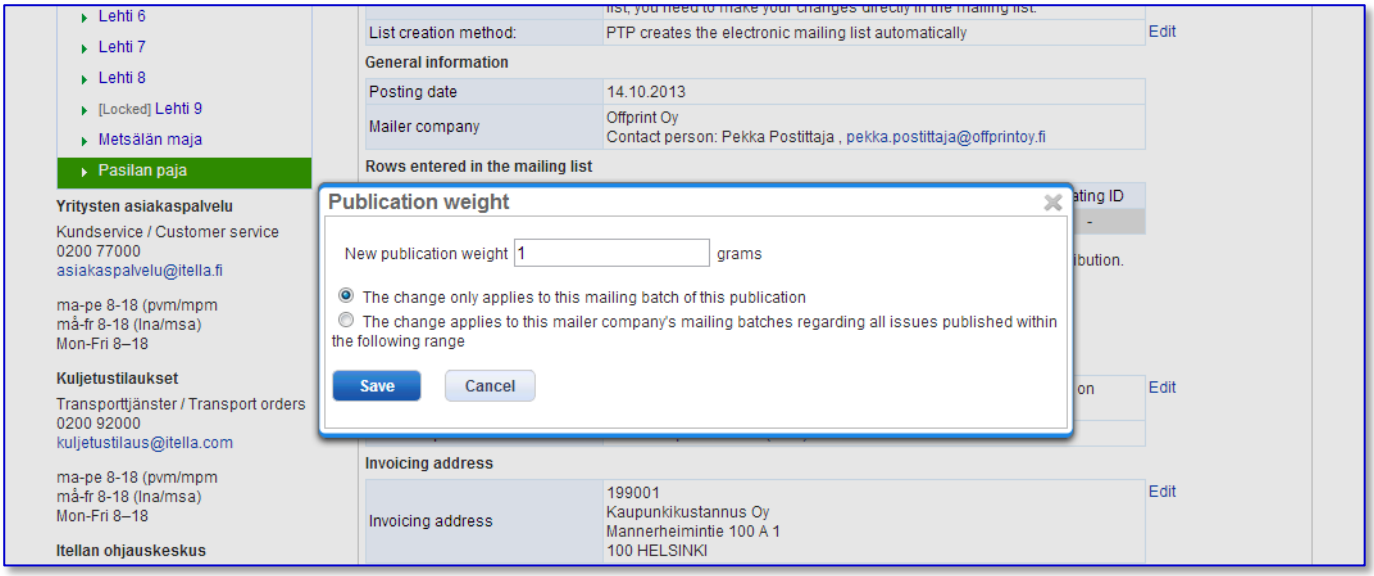
If the general information section for the issue displays the **Delete issue** link, you can, if you wish, delete the issue from the calendar and cancel the publication date you have previously entered for the publication. The link is not visible, and the issue can no longer be removed once the electronic mailing list has been created.



As a publisher, if you want to add a new issue, go first to the calendar page and click the link at the top called **Add a new issue**. PTP will ask you the new publication date, the publication issue name (e.g. 12B), as well as the date when the issue to be announced will be copied as the basis for the mailing batch for the new issue.

3.15 Editing mailing batch information

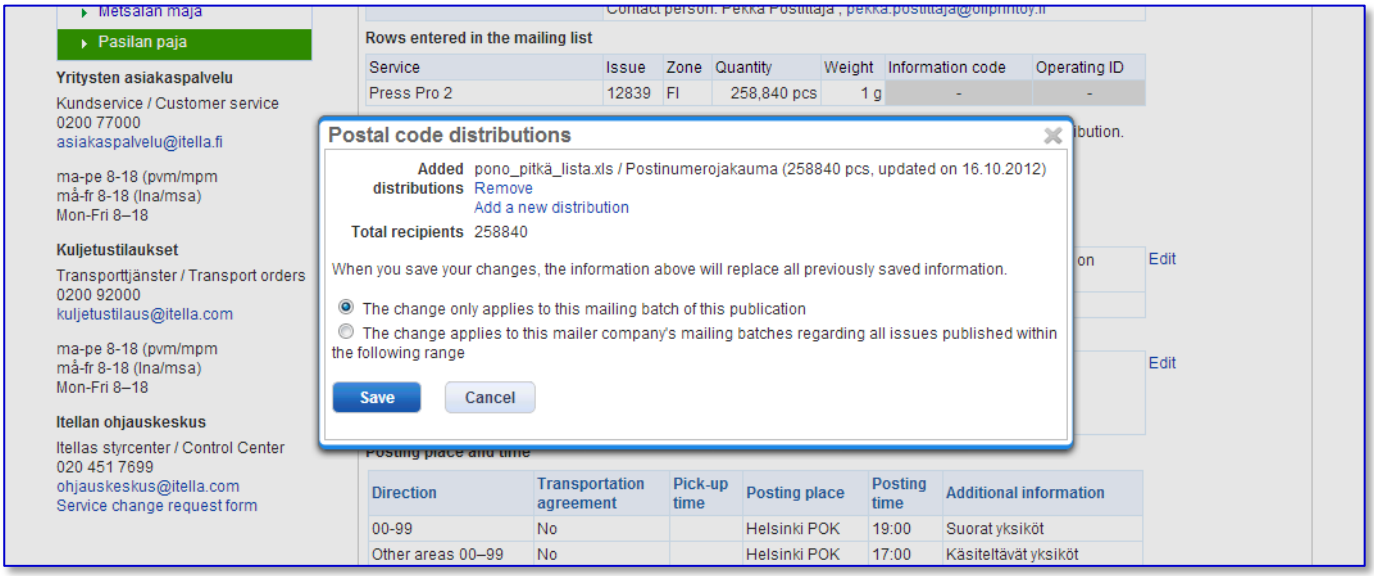
You can edit the mailing batch information with the **Edit** link enabled.



When editing mailing batch information, you can select that the change applies only to the displayed mailing batch and issue or to the same mailing batch in several issues at the same time. For example, you can easily enter a new postal code distribution for all issues published during the rest of the year.

By clicking the **Edit** link next to a postal code distribution, you can upload new Excel files to PTP and delete previously uploaded files. The Excel file must be Excel 95 or later, and no password protection can be used. This should be taken into account especially if the postal code distribution is taken from your circulation system.

Try to match the total number of recipients with the publication's true quantity so that the distribution is as realistic as possible. PTP does not separately request that you enter the publication quantity; it adds the quantity to the mailing list on the basis of the postal code distribution.


Metsälän maja
Pasilan paja
Yritysten asiakaspalvelu
Kundservice / Customer service
0200 77000
asiakaspalvelu@itella.fi
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Kuljetustilaukset
Transporttjänster / Transport orders
0200 92000
kuljetustilaus@itella.com
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Itellan ohjauskeskus
Itellas styrcenter / Control Center
020 451 7699
ohjauskeskus@itella.com
Service change request form
Rows entered in the mailing list
Service Issue Zone Quantity Weight Information code Operating ID
Press Pro 2 12839 FI 258,840 pcs 1 g - -
Postal code distributions
Added distributions pono_pitkä_lista.xls / Postinumerojakauma (258840 pcs, updated on 16.10.2012)
Remove
Add a new distribution
Total recipients 258840
When you save your changes, the information above will replace all previously saved information.
The change only applies to this mailing batch of this publication
The change applies to this mailer company's mailing batches regarding all issues published within the following range
Save
Cancel
Edit
Edit
Direction Transportation agreement Pick-up time Posting place Posting time Additional information
00-99 No Helsinki POK 19:00 Suorat yksiköt
Other areas 00–99 No Helsinki POK 17:00 Käsiteltävät yksiköt

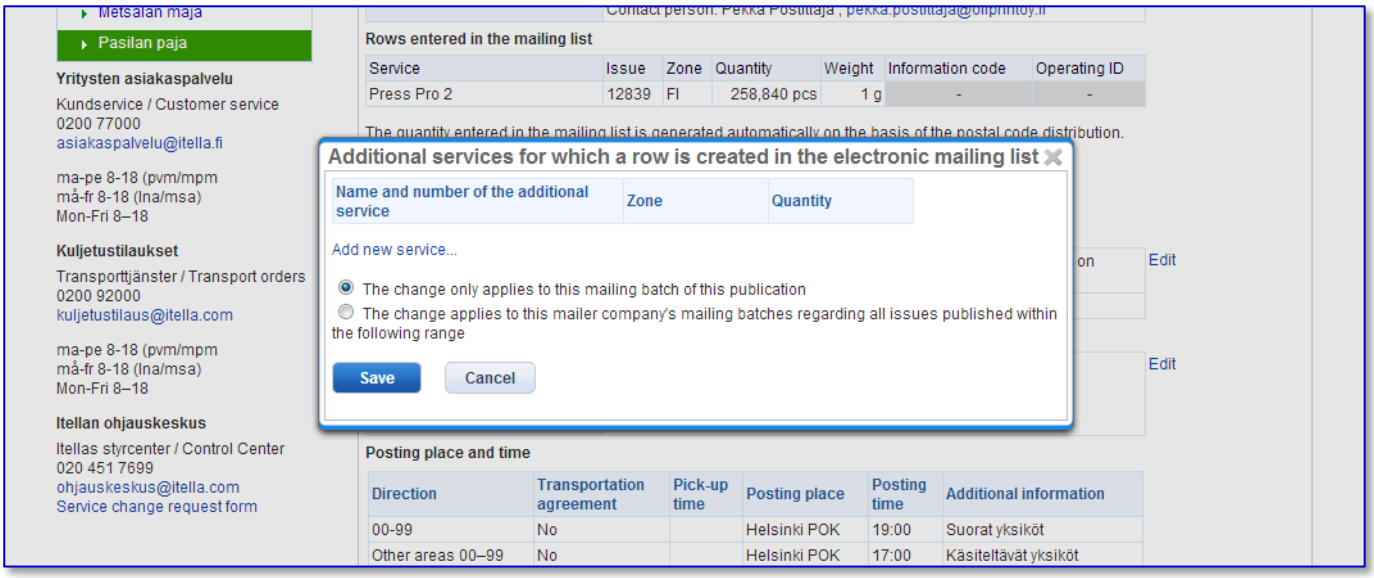
Finally, save your changes by clicking the **Save** button to change the postal code distribution of one or more mailing batches selected to correspond with the information displayed above.

If you want to return to mailing batch information without saving your changes, click the **Cancel** button.

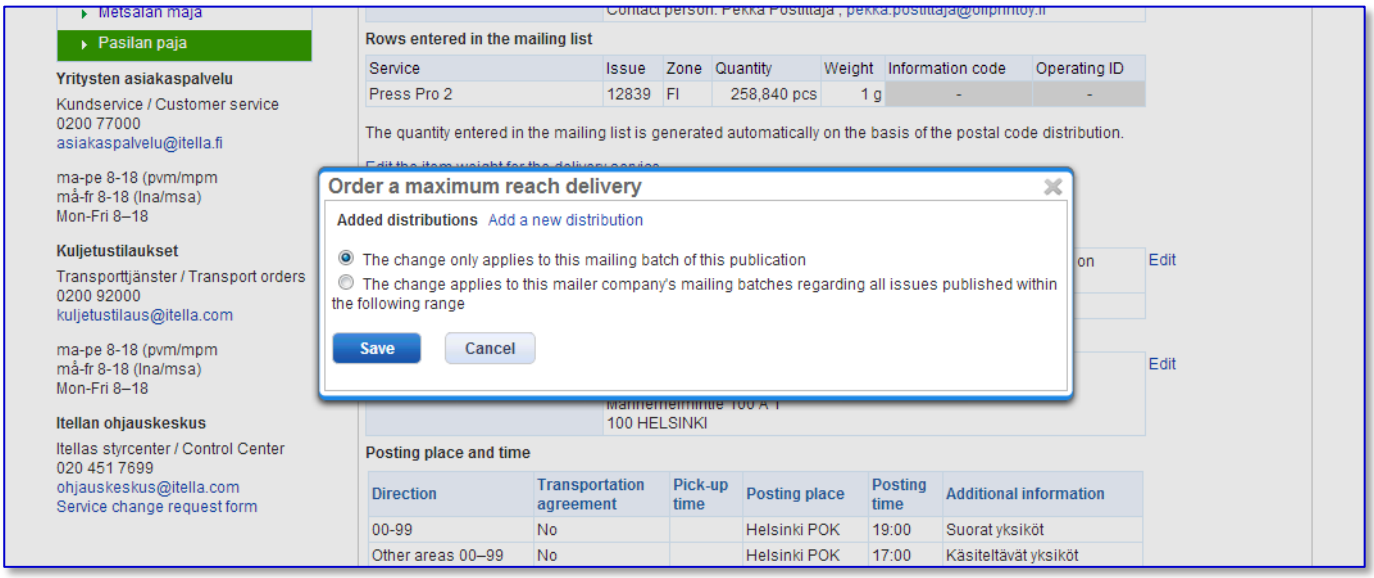
After returning to mailing batch information, you can click the **Load as a file (.XLS)** link to download the publication's total postal code distribution to your computer as an Excel file.

3.16 Ordering additional services

You can order a maximum reach delivery and other additional services for a publication by clicking the **Edit** link on the issue information page. PTP automatically enters the services ordered into the mailing list on separate product rows. You can edit this information in PTP until the mailing list has been created.



If you order several additional services, PTP will request that you enter the publication quantity and, if required, zone information, i.e. the areas to which the publication is mailed.


Metsälän maja
Pasilan paja
Yritysten asiakaspalvelu
Kundservice / Customer service
0200 77000
asiakaspalvelu@itella.fi
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Kuljetustilaukset
Transporttjänster / Transport orders
0200 92000
kuljetustilaus@itella.com
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Itellan ohjauskeskus
Itellas styrcenter / Control Center
020 451 7699
ohjauskeskus@itella.com
Service change request form
Rows entered in the mailing list
Service Issue Zone Quantity Weight Information code Operating ID
Press Pro 2 12839 FI 258,840 pcs 1 g - -
The quantity entered in the mailing list is generated automatically on the basis of the postal code distribution.
Order a maximum reach delivery
Added distributions Add a new distribution
The change only applies to this mailing batch of this publication
The change applies to this mailer company's mailing batches regarding all issues published within the following range
Save
Cancel
Edit
Edit
100 HELSINKI
Posting place and time
Direction Transportation agreement Pick-up time Posting place Posting time Additional information
00-99 No Helsinki POK 19:00 Suorat yksiköt
Other areas 00–99 No Helsinki POK 17:00 Käsiteltävät yksiköt

If you order a maximum reach delivery for a publication, PTP requests that you enter a postal code distribution. Import one or more Excel files that contain information about maximum reach recipients. Please note that the recipients cannot contain postal codes from the Åland Islands starting with 22.

On the basis of the information you have entered, PTP calculates the maximum reach quantity. You can also change the maximum reach quantity freely before saving the order. You can also add an information code and operating ID for the maximum reach delivery.

3.17 Electronic mailing list

PTP usually creates an electronic mailing list for each mailing batch one week before the mailing date.

PTP also enters the additional services you selected on the issue information page and the quantity provided for them in the mailing list.

If you do not want PTP to create lists automatically, change the mailing list selection on the issue information page.

You can request PTP to create the mailing list earlier by clicking the **Create list now** button. The list is usually created within a few minutes after clicking the button.

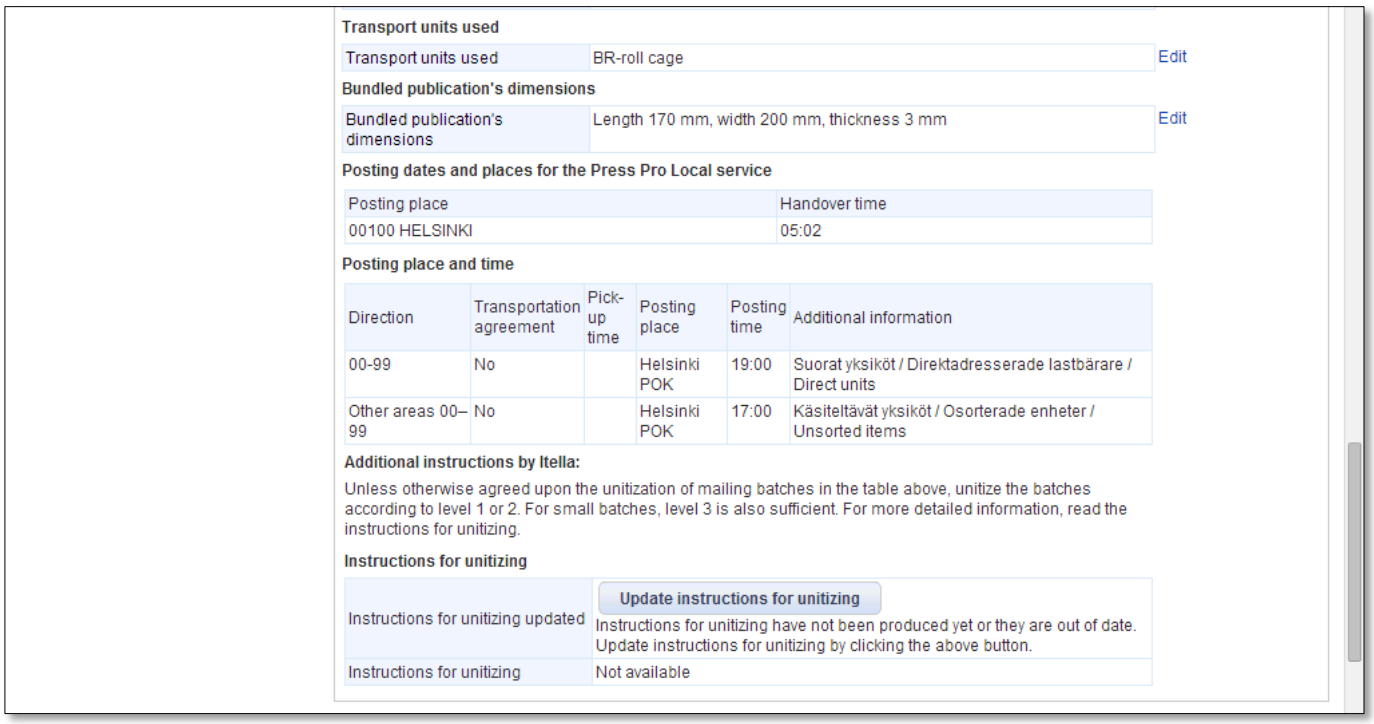
Once the creation of the list has been started, either automatically or manually by pressing the button, the issue information cannot be edited in PTP.

After the list has been created, PTP displays the mailing list number using which you can make changes directly in the mailing list. Note that any changes made directly in the list are not updated in PTP. Therefore, such issue information may not be up-to-date in PTP.

PTP does not create any mailing list or offer any link for mailing lists created through other means if the publication uses the Itella Sorting Service or delivers invoicing material as a line transfer.

3.18 Instructions for unitizing

The instructions for unitizing tell the mailer company how the transport units (boxes, rolltainers, pallets) should be assigned for the material to be mailed. You can open the unitizing instructions for specific mailing batches by clicking the **Issue information page** link once the mailing plan has been approved.



Transport units used

Transport units used	BR-roll cage	Edit

Bundled publication's dimensions

Bundled publication's dimensions	Length 170 mm, width 200 mm, thickness 3 mm	Edit

Posting dates and places for the Press Pro Local service

Posting place	Handover time
00100 HELSINKI	05:02

Posting place and time

Direction	Transportation agreement	Pick-up time	Posting place	Posting time	Additional information
00-99	No		Helsinki POK	19:00	Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99	No		Helsinki POK	17:00	Käsiteltävät yksiköt / Osorterade enheter / Unsorted items

Additional instructions by Itella:

Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.

Instructions for unitizing

Instructions for unitizing updated	Update instructions for unitizing Instructions for unitizing have not been produced yet or they are out of date. Update instructions for unitizing by clicking the above button.
Instructions for unitizing	Not available

Unitizing instructions expire whenever you or someone else modifies or edits information which affects the unitizing, such as quantities. In this case, search for new instructions by pressing the button.

Additionally, on the **Mailing plan** page there is a link available for a separate web service, which the mailer company can use to import correctly formatted container labels for attaching to transport units.

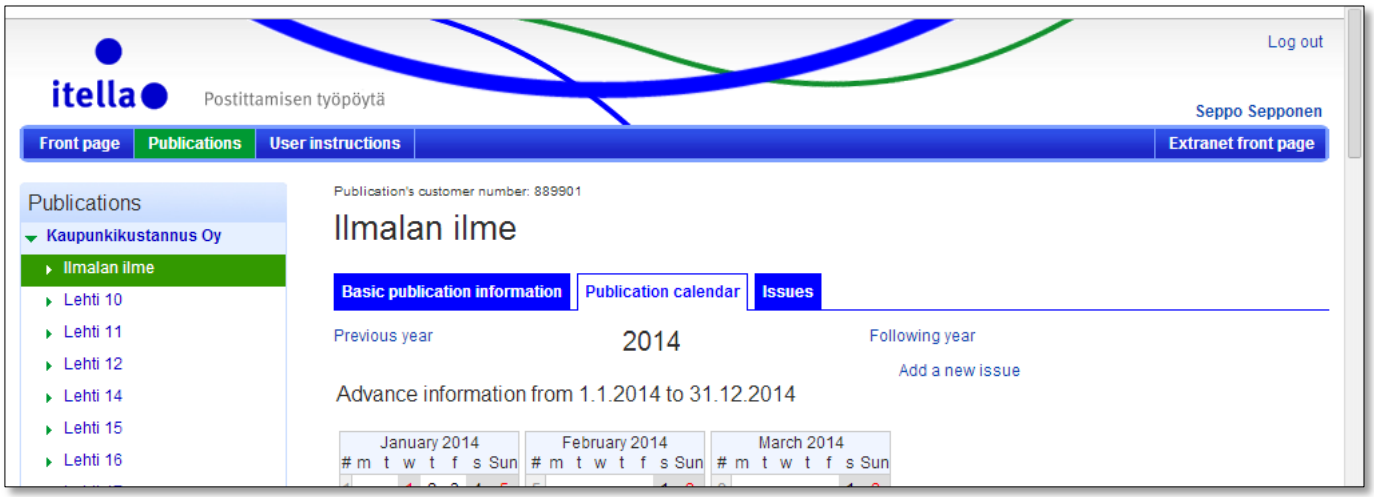
3.19 Publication calendar view

You can now review publication information through the calendar view. The calendar presents up-to-date information about publication dates (dates inside frames).

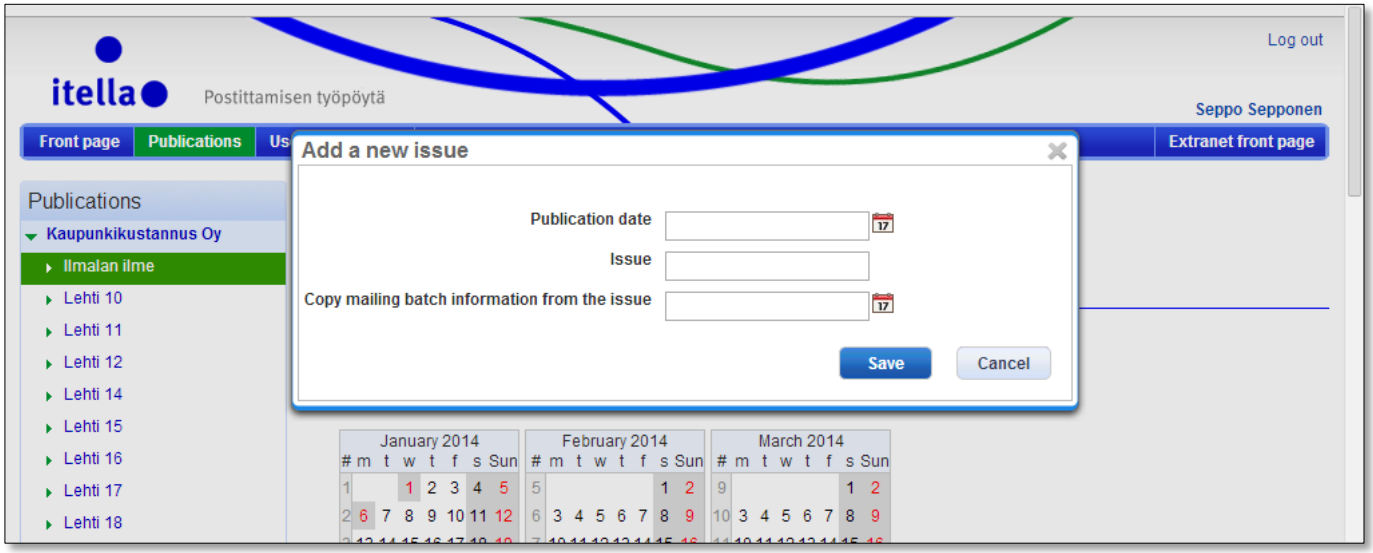
The calendar displays advance information periods if one calendar year affects more than one plan for the advance information. Normally, only one set of advance information is assigned for a year.

By clicking a publication date in the calendar, you can view updated information on the Issue Information page in the same way as pressing a link in the publication list view.

From the Issue Information page, you can return to the calendar by clicking the **To publication calendar view** link.



If you want to add a new issue, first go to the calendar page and click the **Add new issue** link at the top.



PTP will first ask you for the new issue's publication date, which you can write or select by clicking the calendar icon. PTP will check that the publication date you have provided refers to a date when delivery is possible.

Enter a name for the issue in the **Issue** field, for example 12B.

Thirdly, you will be asked the date when the issue to be announced will be copied as the basis for the mailing batch for the new issue. Once you have saved a new issue, PTP shows you the important information for editing from the new issue's mailing batch.

Note that PTP does not edit the other issue names automatically. Therefore, if you add a new issue to the middle of the year, you may need to edit the names of the subsequent issues, respectively. Check the numbering in, for example, the table view.

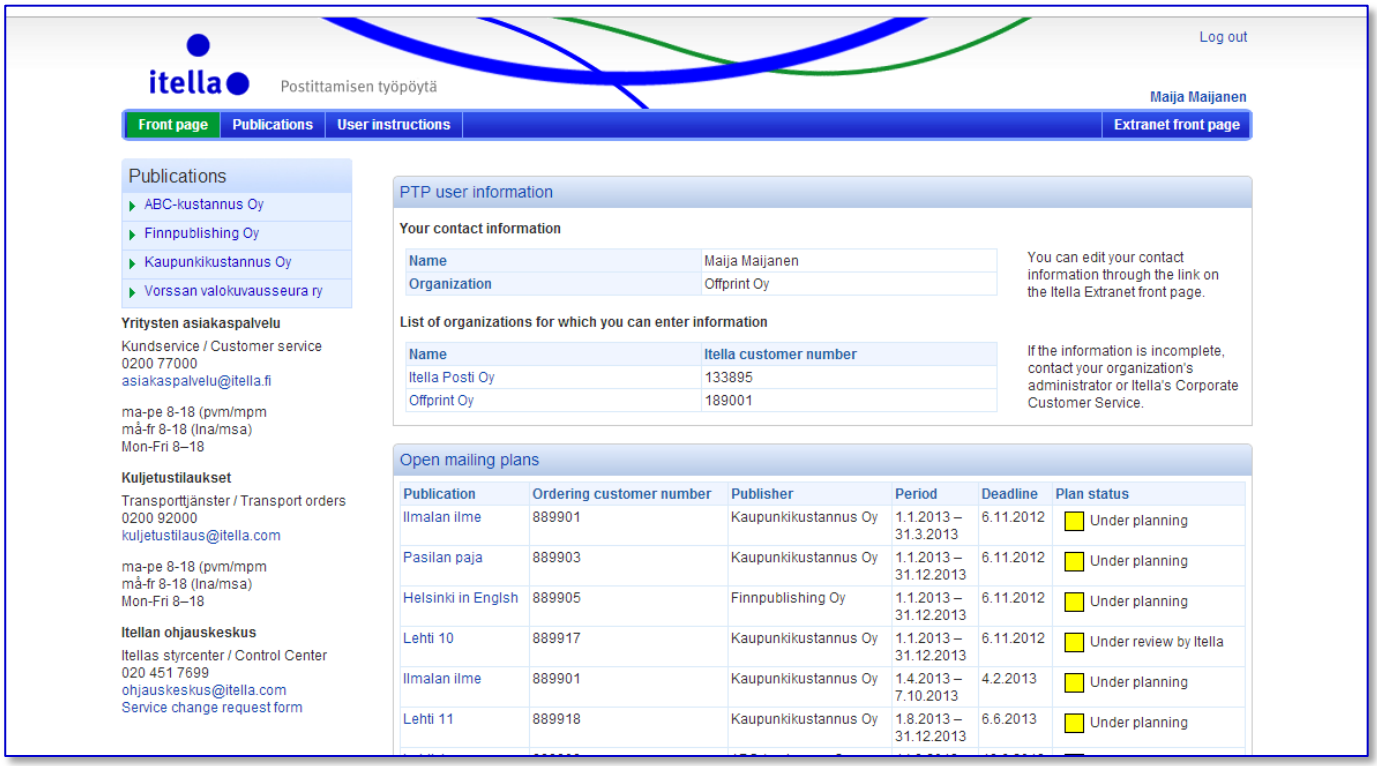
PTP always displays real time information on the publication dates in the calendar and table views. PTP does not modify previously approved advance information and mailing plans retroactively.

4. INSTRUCTIONS FOR MAILER COMPANIES

4.1 PTP user's front page

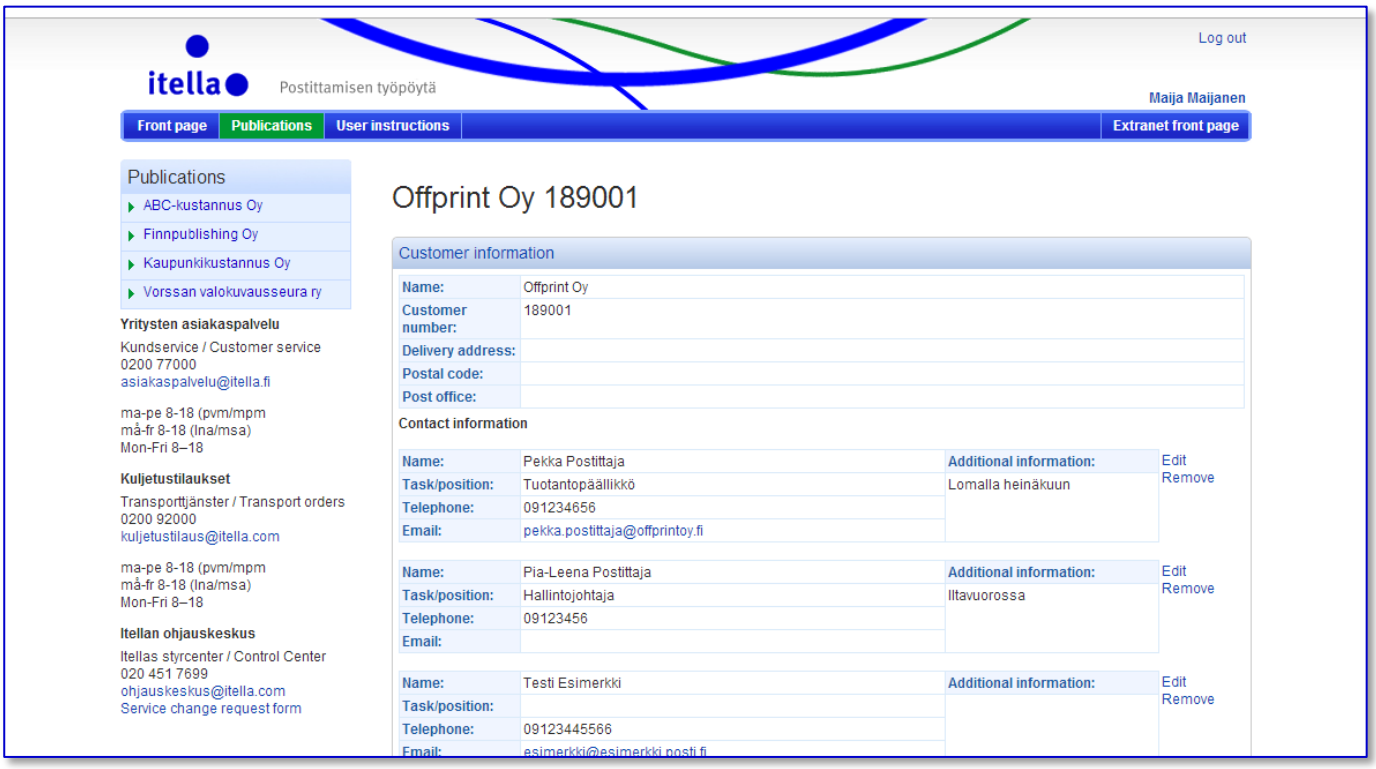
Once you have logged in to PTP, the first page presents a list of the organizations for which you can enter information in PTP. If the information is incomplete, contact your organization's administrator or Itella's Corporate Customer Service.

The bottom of the page contains a list of incomplete mailing plans. You can finish them by clicking the publication name in the table.



4.2 Mailer company's basic information

Click your organization’s name in the list on the front page to review its information.



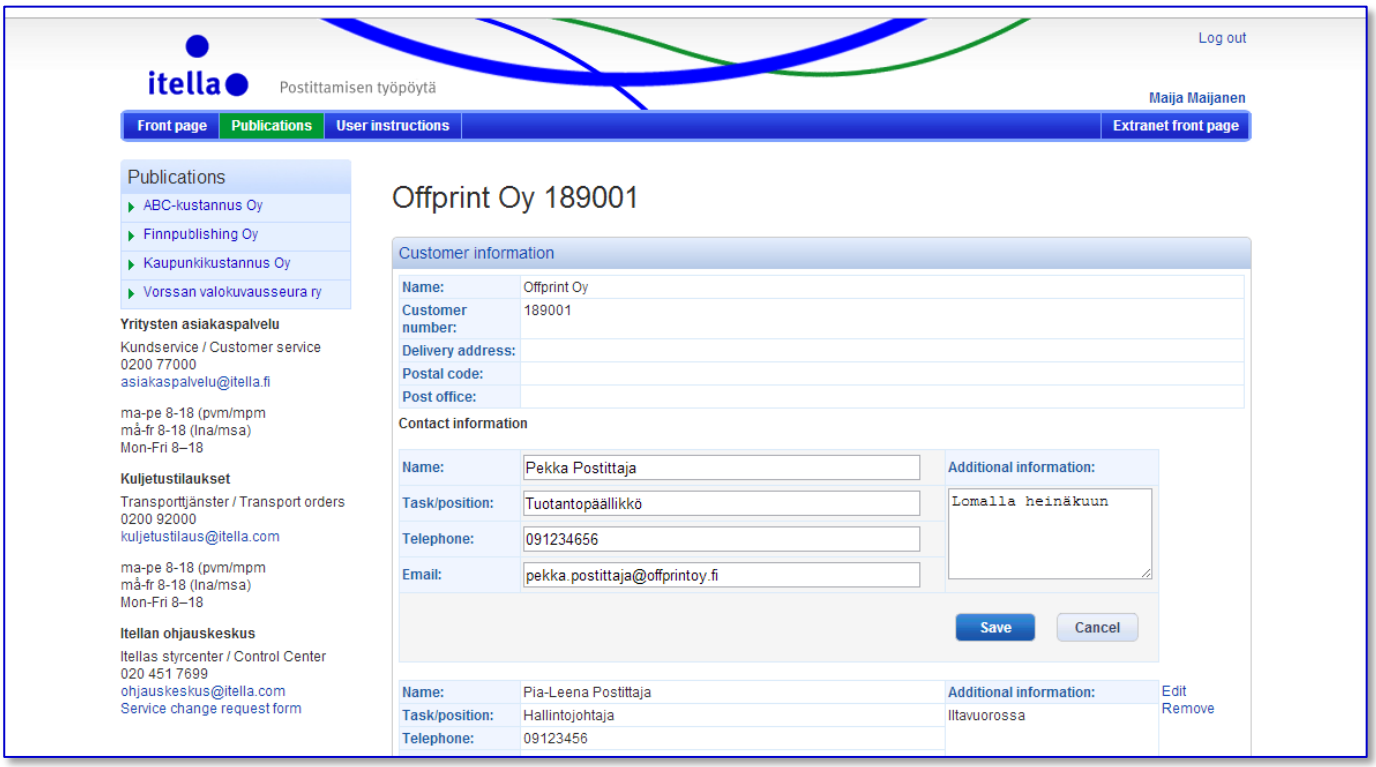
The page name is the mailer company's name as registered by Itella. The mailer company's customer number is displayed after the name.

The mailer organization's name, customer number, or address cannot be edited. If any of these is incorrect, contact Itella's Corporate Customer Service.

The mailer company may add information about one or more contact persons to PTP. PTP is designed so that you can update information about all contact persons at the same time on this page.

To add a new person, click "Add new contact information". If you wish to remove a contact person's information from PTP, click the "Remove" link.

If you wish to edit the contact information, click the links on the right-hand side of the page in order to access the editing mode.



In the editing mode, you can save your changes or cancel them without saving.

PTP displays contact person information to all parties involved with the publication, including the publisher. Therefore, it may be useful to enter information about long annual holidays and substitutes in the "Additional information" field.

To review or update information concerning a publication, select publisher name and then publication name from the left-hand side list. PTP will show all publications to which the publisher has added your organization as the mailer company.

When you are logged in to PTP as a mailer company, you can return to the mailer's basic information by clicking the front page link at the top left-hand corner.

4.3 Basic publication information

By clicking a publisher and a publication name in the left-hand side list, you can access the publication's basic information.

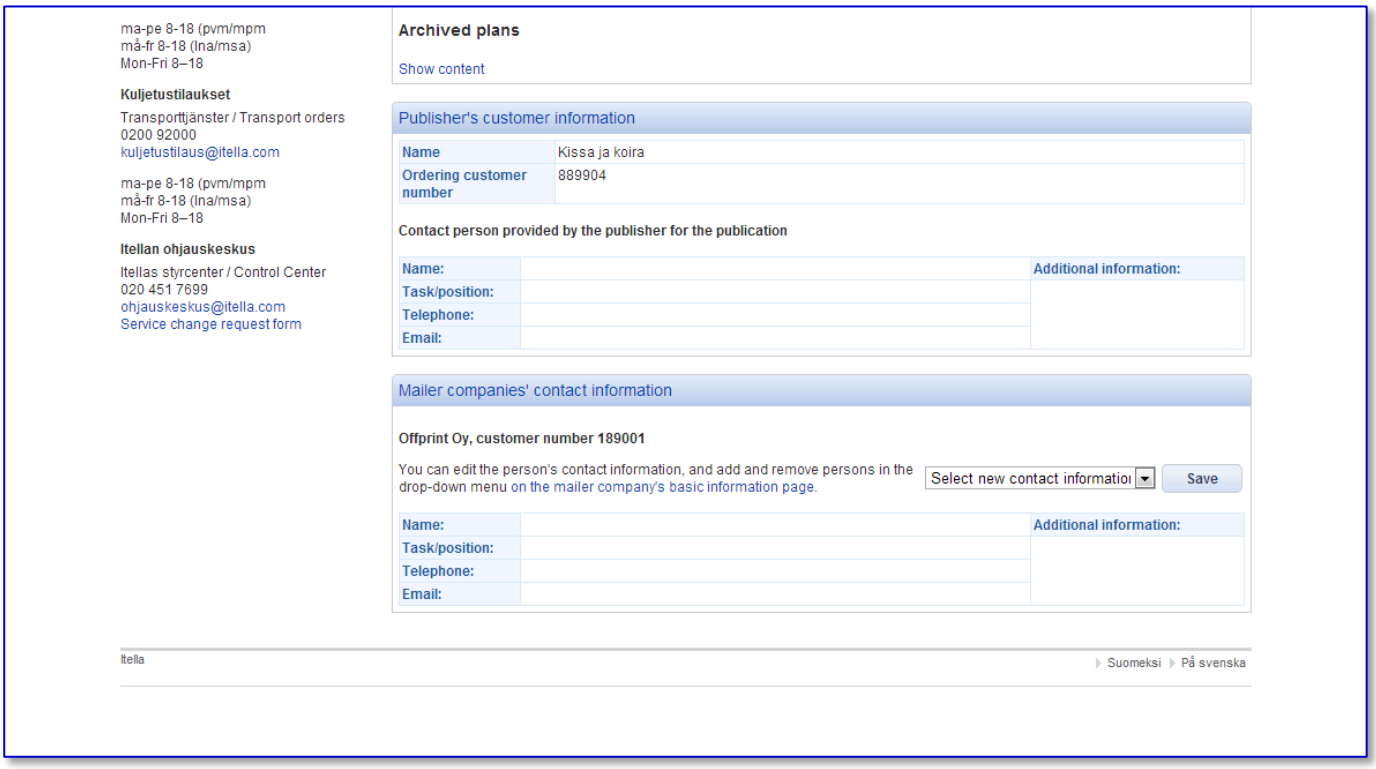
In the **Advance information** section, PTP displays status information about advance information for which the publisher is responsible and mailing plans for which the mailer company is responsible. "Period" refers to a time interval under planning which typically is the following calendar year.

If the publisher has entered advance information for one calendar year on different occasions, the dates on the Advance Information row specify which period the information concerns.

Please note that PTP presents the plans as they were originally created and approved, even if the mailer company or publisher later made changes in issue-specific information. You can always view the latest information through the list or calendar view.

If the list contains incomplete plans highlighted in yellow (due date approaching) or red (due date passed), they should urgently be completed and marked as ready. Open a plan by clicking its name.

In the **Customer information** section, you can view the publication's contact person provided by the publisher.

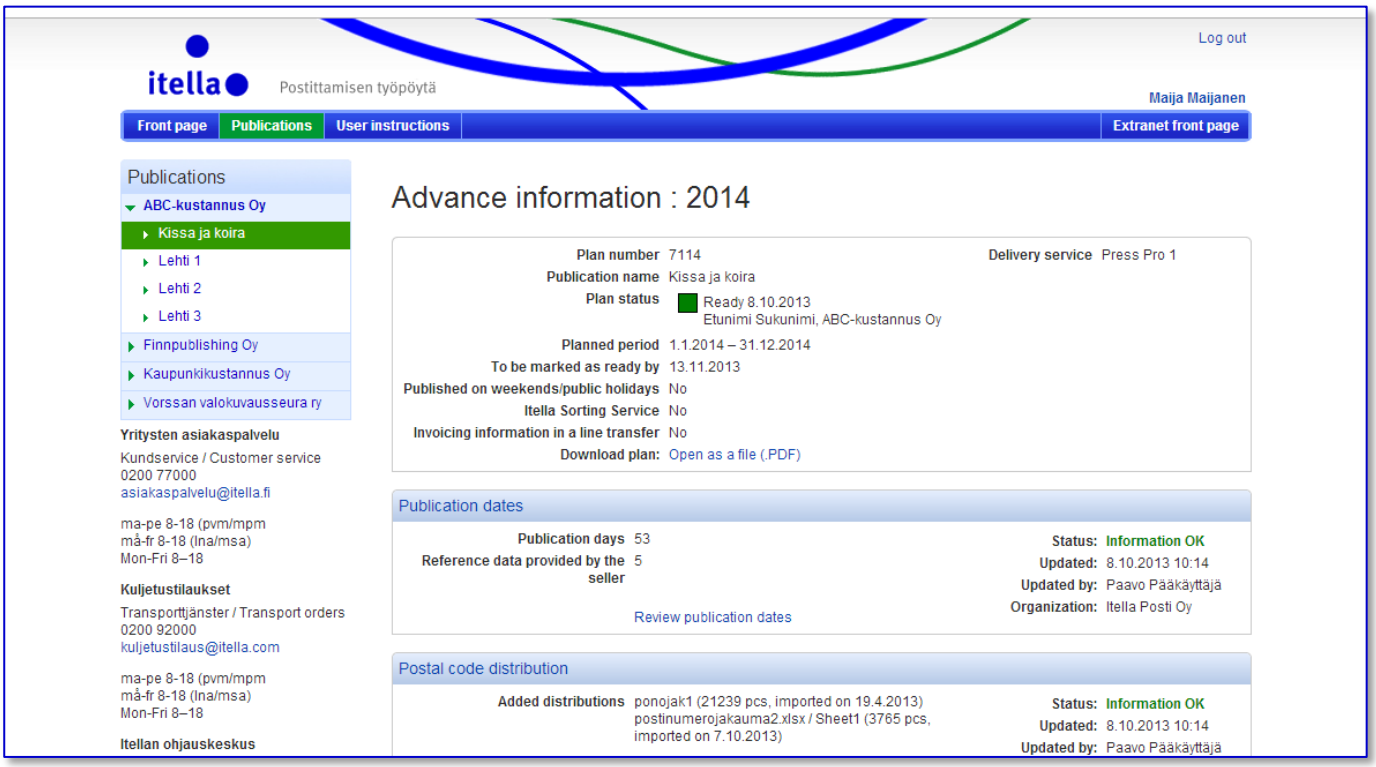


In the **Mailer company's contact information** section, you can select a contact person from your organization for the publication. The contact person may be any of the persons added to the mailer company's basic information page.

Several publications may have the same contact person. You can edit the person's contact details or add a new person on the mailer company's basic information page.

4.4 Advance information provided by the publisher

Open a view of advance information by clicking the link on the basic publication information page.



As the mailer company, you can open and review advance information entered by the publisher, but changes are not allowed. You can also save the advance information in your computer as a PDF file by clicking the link at the top of the plan. The PDF file also contains a list of publication dates.

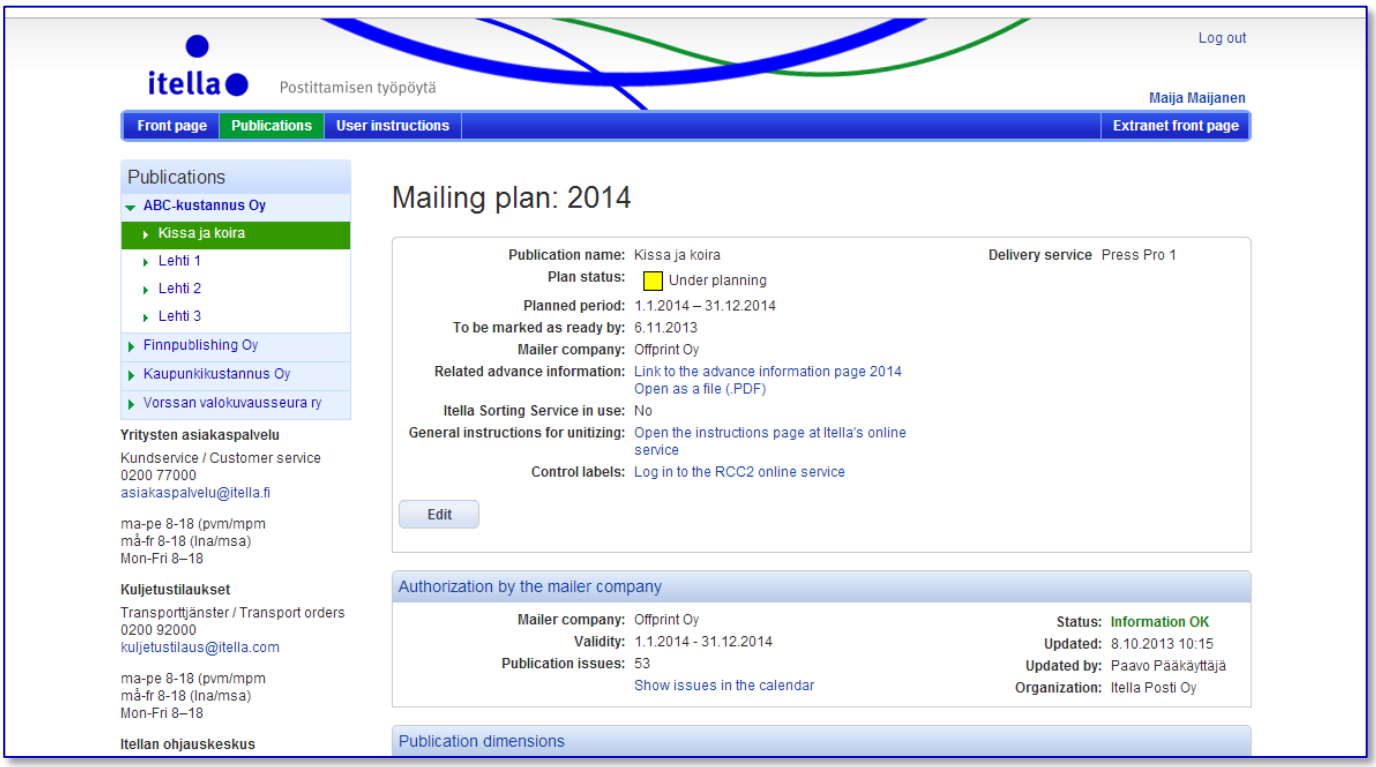
The **In contract-based delivery** text means that the publication is delivered outside the basic delivery (on weekdays).

The **Itella Sorting Service in use** text means that, according information previously shared with Itella, the mailer company is using the service at the beginning of the planning period, meaning that Itella receives the majority of mailing information automatically.

Invoicing information in line transfer means that an Itella customer has indicated to enter each mailing order's invoicing information automatically through the line transfer. In this case, Itella will not add complete rows to the electronic mailing list on the basis of the information entered in PTP.

4.5 The mailer company's mailing plan

Open the mailing plan view by clicking the link on the basic publication information page.



The mailer company is usually responsible for completing the mailing plan. If the publication has several mailer companies, each mailer company prepares their separate mailing plan. The publisher can view the mailing plans and, if desired, can edit their content similarly to the mailer company.

In order for the mailer company to have access to the mailing plan, the publisher must select the mailer company using the advance information form or later, but before the due date of mailing planning so that the mailing plan is completed on time.

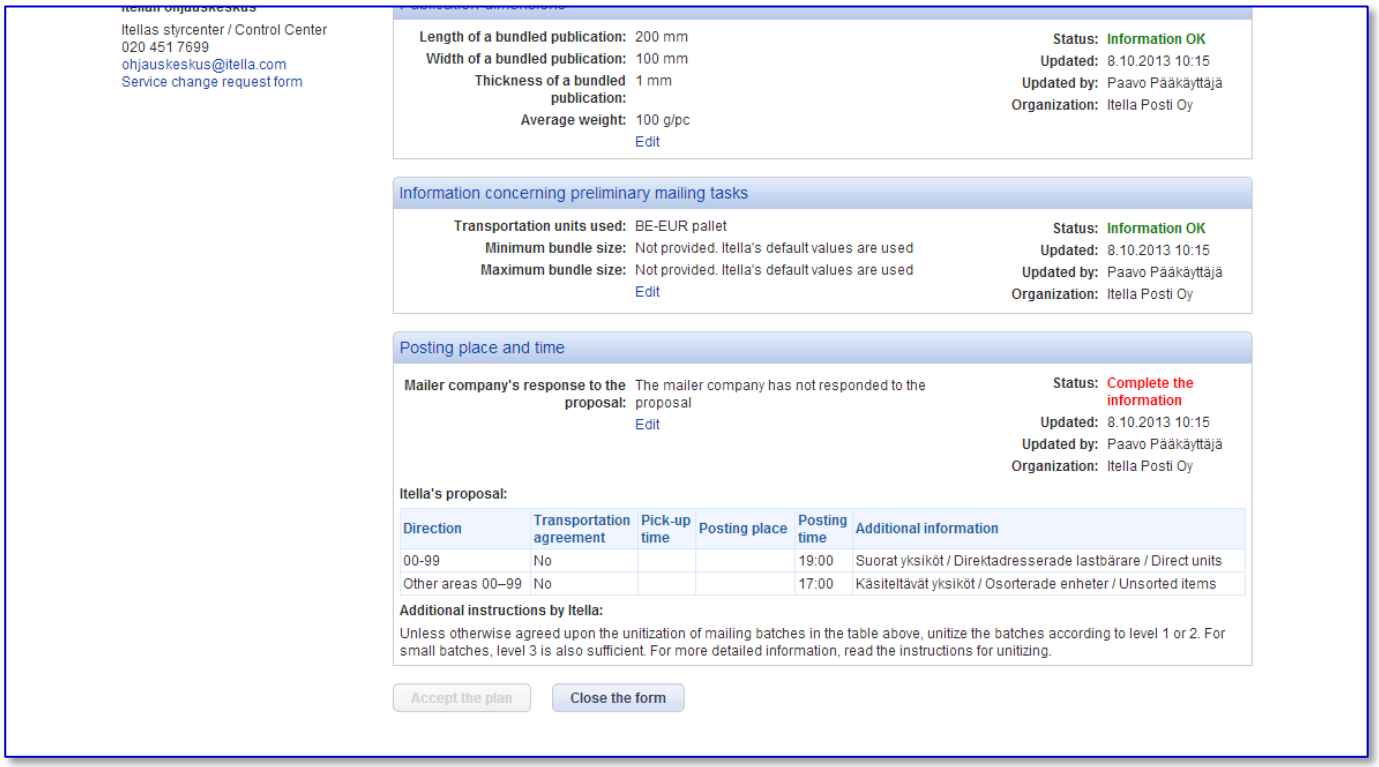
The new mailing plan is initially in the "Under planning" status. Complete the **Publication's dimensions** by clicking the "Edit" link. Enter the length, width, and thickness of the publication in millimeters (mm). Finally, save the dimensions.

In the next section, tick the transportation units that the mailer company wishes to use for mailing the publication.

You can also enter the minimum and maximum size of the publication bundle allowed by the mailer company. Those threshold values entered cannot be in conflict with Itella's product terms so that the bundle would become too heavy. You can also leave the threshold values blank, in which case Itella generates

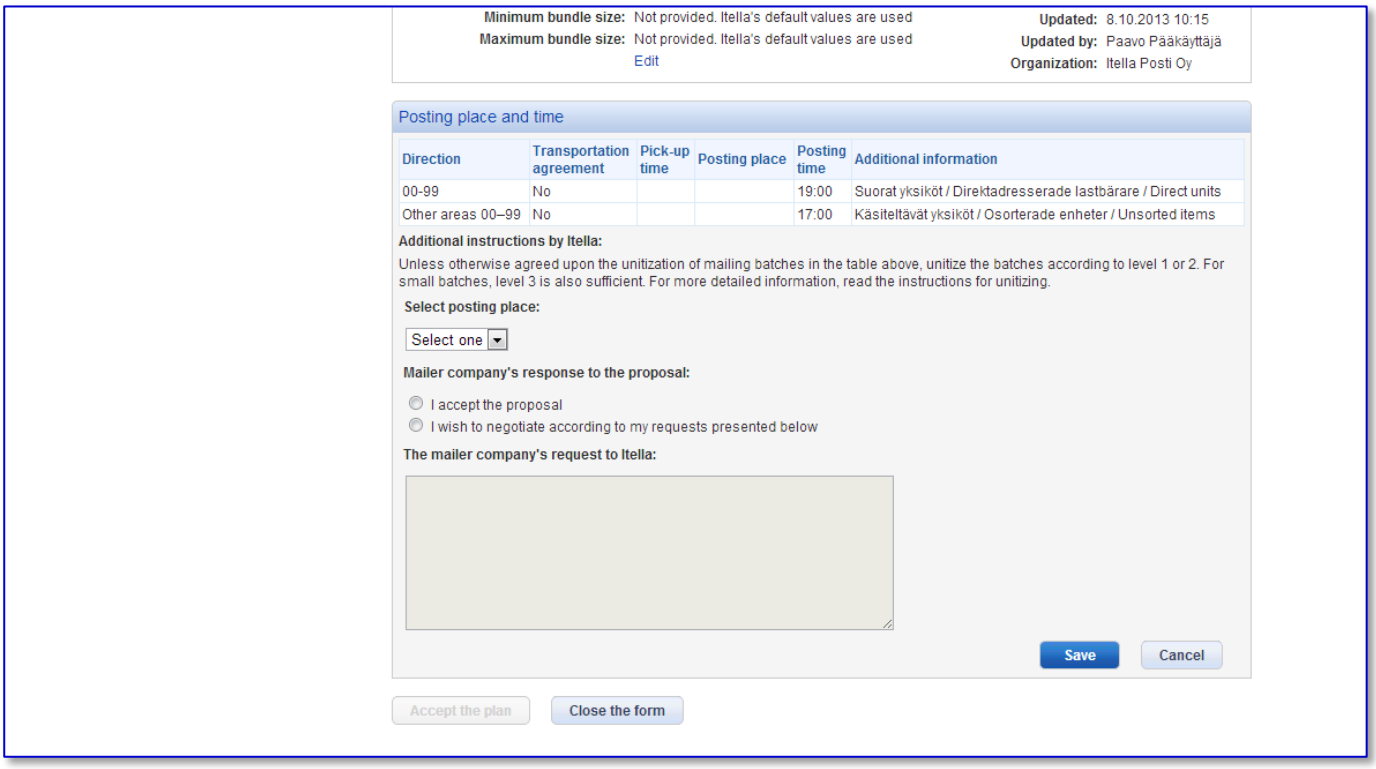
instructions for unitizing on the basis of default values. Finally, save the information.

In the final section **Posting place and time**, you can see Itella's proposal for this publication.


Itellan ohjauskeskus
Itellas styrcenter / Control Center
020 451 7699
ohjauskeskus@itella.com
Service change request form
Length of a bundled publication: 200 mm
Width of a bundled publication: 100 mm
Thickness of a bundled publication: 1 mm
Average weight: 100 g/pc
Edit
Status: Information OK
Updated: 8.10.2013 10:15
Updated by: Paavo Pääkäyttäjä
Organization: Itella Posti Oy
Information concerning preliminary mailing tasks
Transportation units used: BE-EUR pallet
Minimum bundle size: Not provided. Itella's default values are used
Maximum bundle size: Not provided. Itella's default values are used
Edit
Status: Information OK
Updated: 8.10.2013 10:15
Updated by: Paavo Pääkäyttäjä
Organization: Itella Posti Oy
Posting place and time
Mailer company's response to the proposal: The mailer company has not responded to the proposal
Edit
Status: Complete the information
Updated: 8.10.2013 10:15
Updated by: Paavo Pääkäyttäjä
Organization: Itella Posti Oy
Itella's proposal:
Direction | Transportation agreement | Pick-up time | Posting place | Posting time | Additional information
00-99 | No | | | 19:00 | Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99 | No | | | 17:00 | Käsiteltävät yksiköt / Osorterade enheter / Unsorted items
Additional instructions by Itella:
Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.
Accept the plan
Close the form

The proposal contains one or more unidirectional mail batches. In the example image above, there are two loads with the same postal code but, according to additional information entered by Itella production, posting time for unidirectional batches is later than posting time for batches requiring sorting by Itella.

Respond to Itella's proposal by first clicking **Edit.** Then select from the following two options:


Minimum bundle size: Not provided. Itella's default values are used
Maximum bundle size: Not provided. Itella's default values are used
Edit
Updated: 8.10.2013 10:15
Updated by: Paavo Pääkäyttäjä
Organization: Itella Posti Oy
Posting place and time
Direction
Transportation agreement
Pick-up time
Posting place
Posting time
Additional information
00-99
No
19:00
Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99
No
17:00
Käsiteltävät yksiköt / Osorterade enheter / Unsorted items
Additional instructions by Itella:
Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.
Select posting place:
Select one
Mailer company's response to the proposal:
I accept the proposal
I wish to negotiate according to my requests presented below
The mailer company's request to Itella:
Save
Cancel
Accept the plan
Close the form

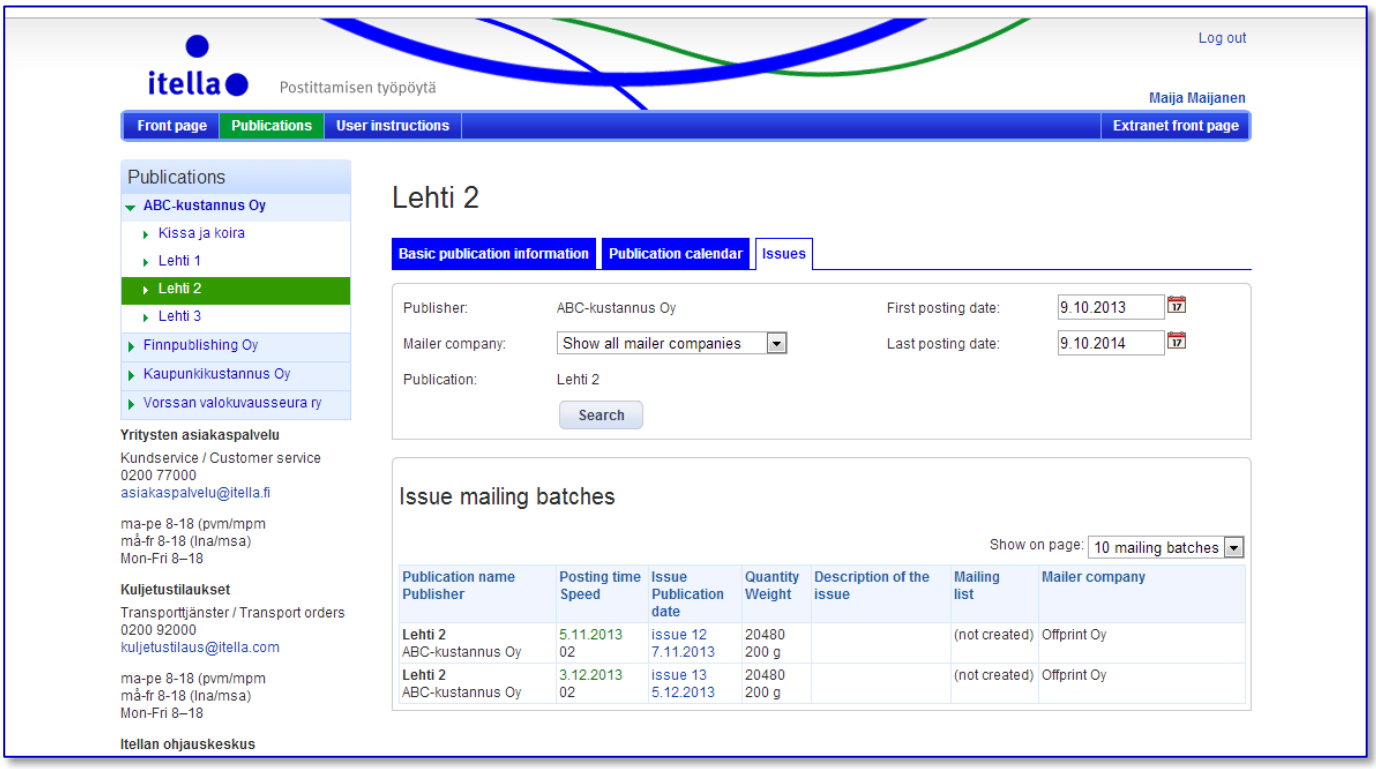
You can either approve the proposal as such or select that you wish to negotiate, after which you can write down your wishes to Itella. Itella will later contact you.

For some publications, it is possible to change the posting place on this page. If the drop-down menu for changing the posting place is disabled, the place cannot be changed without negotiating with Itella.

Once all mailing plan sections have been completed, approve the mailing plan by clicking the leftmost button **Accept the plan** at the bottom of the page.

4.6 Issues

Once you have entered advance information and approved the mailing plan, you can review the list of issues by clicking **Issues**.



The list contains a summary of next issues, each represented by one or several mailing batches. Because PTP generates mailing batch information on the basis of the advance information and mailing plan, the list will be blank until the publication has at least one approved mailing plan.

List contains only issues with posting date later than mailing plan acceptance date.

Usually, an issue has only one mailing batch, meaning that each issue is represented by one row in the list. The rows are in chronological order so that issues published later are presented at the bottom of the list.

If the number of issues is high, not all issues can be displayed at the same time. Using the list's page numbers, you can change the view between issues published sooner and later.

As a mailer company, you can only review the mailing batches to which the publisher has added your organization as a mailer company.

You can limit the content of the list by editing the first and last publication date. After your selections, click the **Search** button and the list will be updated according to your selections.

On each row, the list contains the following information:

- Publication name
- Publisher name
- Issue posting date and the final time

  If the publication has a transportation agreement with Itella, the pick-up time is typically earlier than the posting time displayed in the table.
- Delivery speed (01 or 02)
- Issue name
- Issue publication date
- Number of issues in the mailing batch
- Item weight of a single publication
- Issue description
- Mailing list status or list number(s)

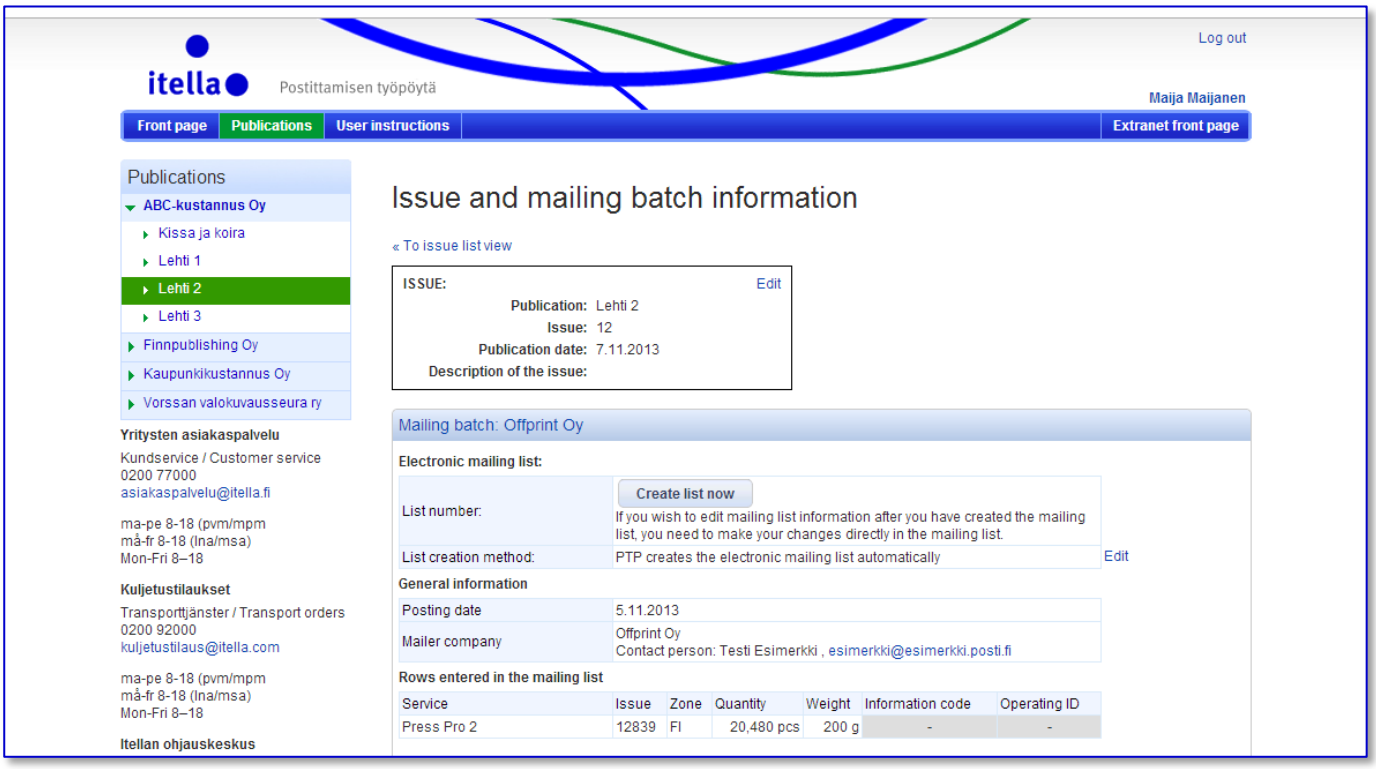
  The list number acts as a link to the electronic mailing list.

  If no status data or list number is displayed next to a mailing list, the publication uses the Itella Sorting Service or delivers invoicing information to Itella as a line transfer. As a result, PTP does not receive information about the mailing list. If there are two list numbers instead of one, two lists are exceptionally created for the mailing batch.
- Mailer company name

4.7 Information about issues

You can start viewing a single issue's detailed information by clicking the name of the issue in the list view.

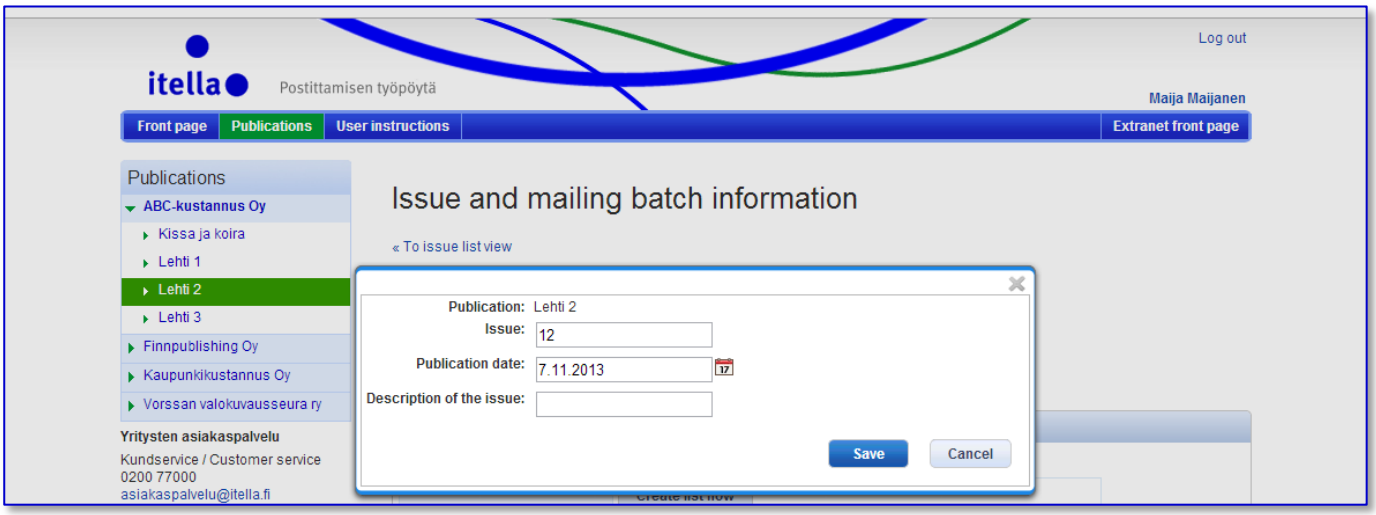
General issue information is displayed at the top of the page on the left. Information about each mailer company's mailing batches is displayed in separate boxes below. Usually, there is only one mailing batch for each issue.



4.8 Editing general issue information

If the **Edit** link is enabled in general issue information, you can edit the issue's name (e.g. 1 or 12B, or 3–4), publication date, or description. The information cannot be edited once the electronic mailing list has been created.

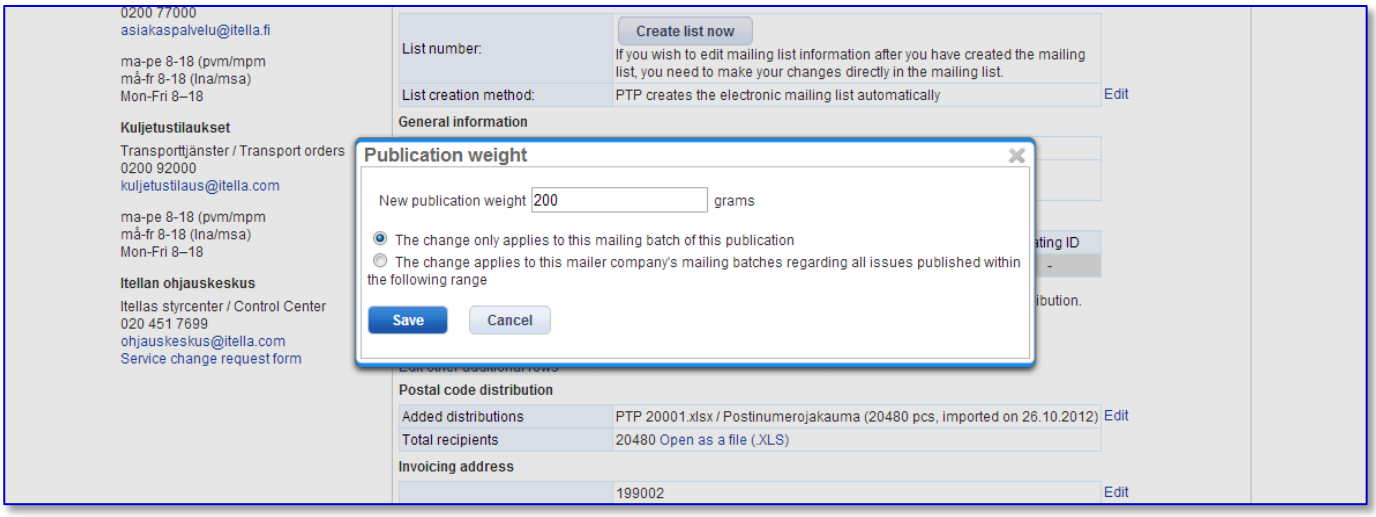
If the publication date is changed, PTP checks automatically that no previous issues have been added to the same date. Also note that the publication date cannot be earlier than one week from the current date.



The issue description is a free text field. PTP adds its content to the mailing list. Use the field and enter the issue description, especially if the issue deviates from regular issues.

4.9 Editing mailing batch information

You can edit the mailing batch information with the **Edit** link enabled.



When editing mailing batch information, you can select that the change applies only to the displayed mailing batch and issue or to the same mailing batch in several issues at the same time. For example, you can easily enter a new postal code distribution for all issues published during the rest of the year.

By clicking the **Edit** link next to a postal code distribution, you can upload new Excel files to PTP and delete previously uploaded files. The Excel file must be Excel 95 or later, and no password protection can be used. This should be taken into account especially if the postal code distribution is taken from your circulation system.

Try to match the total number of recipients with the publication's true quantity so that the distribution is as realistic as possible. PTP does not separately request that you enter the publication quantity, but adds the quantity to the mailing list on the basis of the postal code distribution.

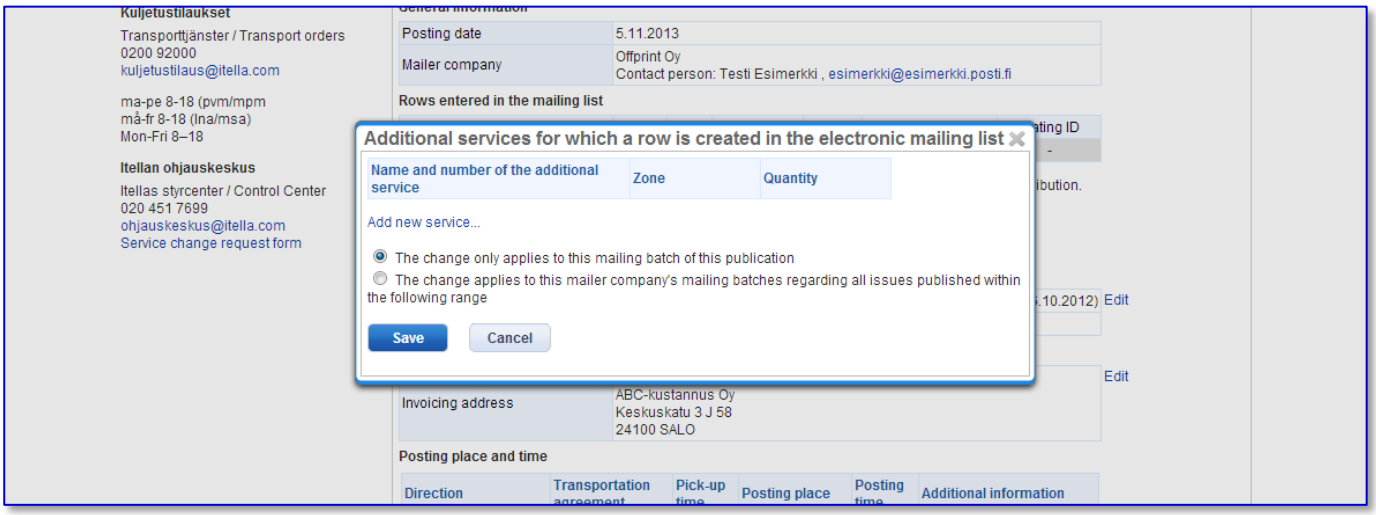
Finally, save your changes by clicking the **Save** button to change the postal code distribution of one or more mailing batches selected to correspond with the information displayed above.

If you want to return to mailing batch information without saving your changes, click the **Cancel** button.

After returning to mailing batch information, you can click the **Load as a file (.XLS)** link to download the publication's total postal code distribution to your computer as an Excel file.

4.10 Ordering additional services

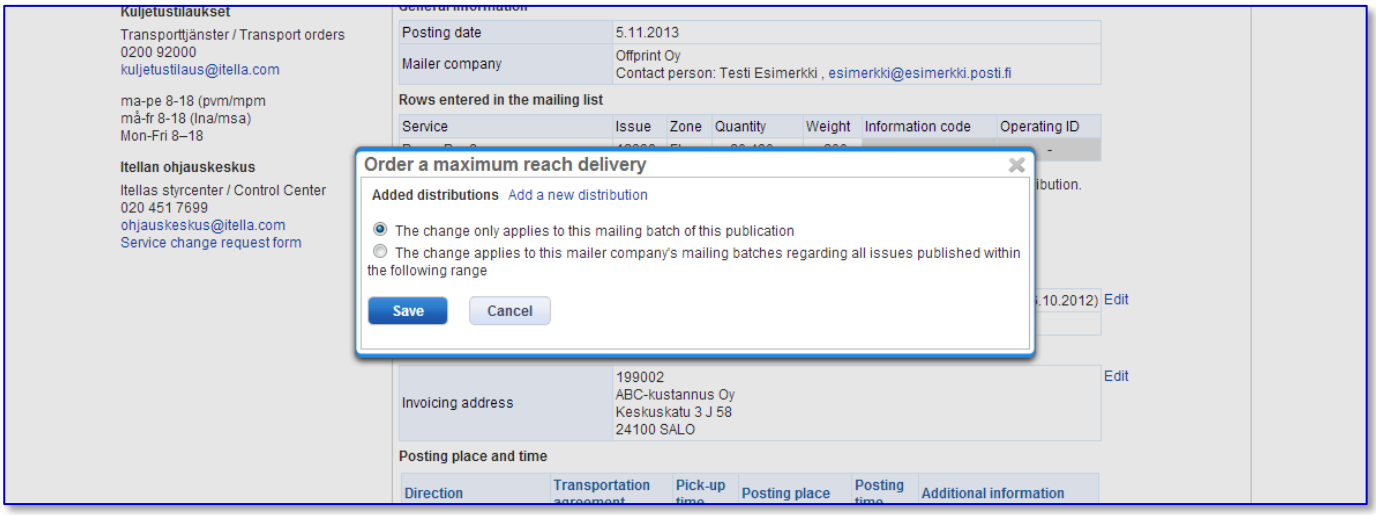
You can order a maximum reach delivery and other additional services for a publication by clicking the **Edit** link on the issue information page. PTP automatically enters the services ordered in the mailing list on separate product rows.



You can edit this information in PTP until the mailing list has been created.

If you order several additional services, PTP will request that you enter the publication quantity and, if required, zone information, i.e. areas where the publication is mailed.

If you order a maximum reach delivery for a publication, PTP requests that you enter a postal code distribution. Import one or more Excel files that contain information about maximum reach recipients. Please note that the postal code distribution cannot contain postal codes from the Åland Islands starting with 22.



On the basis of the information you have entered, PTP calculates the maximum reach quantity. You can also change the maximum reach quantity freely before

saving the order. You can also add an information code and operating ID for the maximum reach delivery.

4.11 Electronic mailing list

PTP usually creates an electronic mailing list for each mailing batch one week before the mailing date.

PTP also enters the additional services you selected on the issue information page in the mailing list. Initially, PTP enters "1" as the number of additional services in the batch. As a result, the mailer company should enter the exact quantity in the mailing list before mailing.

If you do not want PTP to create lists automatically, change the mailing list selection on the issue information page.

You can request that PTP creates the mailing list earlier by clicking the **Create list now** button. The list is usually created within a few minutes after clicking the button.

Once the creation of the list has been started, either automatically or manually by pressing the button, the issue information cannot be edited in PTP.

After the list has been created, PTP displays the mailing list number through which you can make changes directly in the mailing list. Note that any changes made directly in the list are not updated in PTP. Therefore, such issue information may not be up-to-date in PTP.

PTP does not create any mailing list or offer any link for mailing lists created through other means if the publication uses the Itella Sorting Service or delivers invoicing material as a line transfer.

4.12 Instructions for unitizing

The instructions for unitizing tell the mailer company how the transport units (boxes, rolltainers, pallets) should be assigned for the material to be mailed. You can open mailing batch-specific instructions for unitizing by clicking the **Issue information** page once a mailing plan has been approved.

Posting dates and places for the Press Pro Local service

Posting place	Handover time
00100 HELSINKI	05:02

Posting place and time

Direction	Transportation agreement	Pick-up time	Posting place	Posting time	Additional information
00-99	No		Helsinki POK	19:00	Suorat yksiköt / Direktadresserade lastbärare / Direct units
Other areas 00–99	No		Helsinki POK	17:00	Käsiteltävät yksiköt / Osorterade enheter / Unsorted items

Additional instructions by Itella:

Unless otherwise agreed upon the unitization of mailing batches in the table above, unitize the batches according to level 1 or 2. For small batches, level 3 is also sufficient. For more detailed information, read the instructions for unitizing.

Instructions for unitizing

Instructions for unitizing updated	Update instructions for unitizing Instructions for unitizing have not been produced yet or they are out of date. Update instructions for unitizing by clicking the above button.
Instructions for unitizing	Not available

Unitizing instructions expire whenever you or someone else modifies or edits information which affects the unitizing, such as quantities. In this case, search for new instructions by pressing the button.

Additionally, on the **Mailing plan** page there is a link available for a separate web service, which the mailer company can use to import correctly formatted container labels for attaching to transport units.

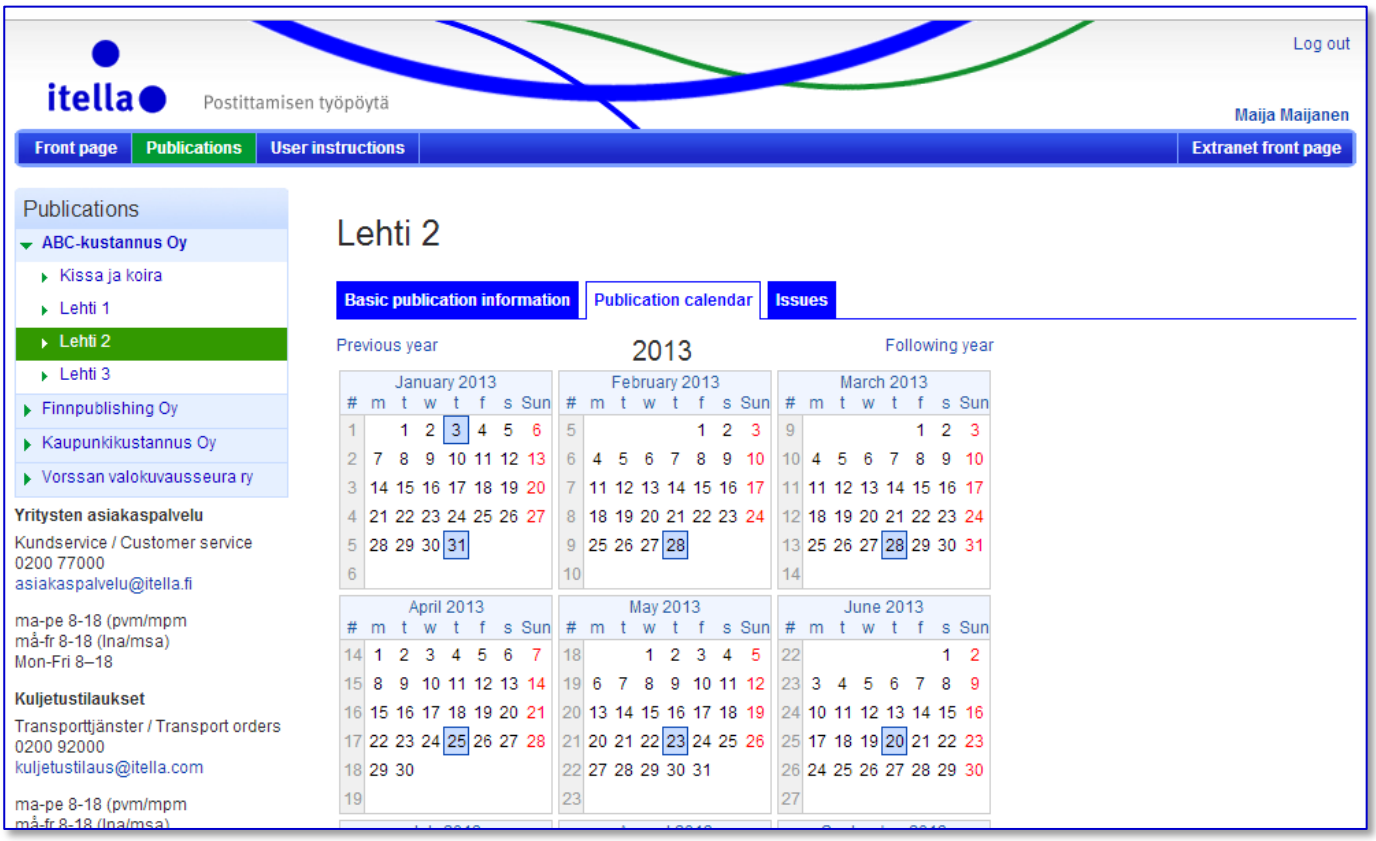
4.13 Publication calendar view

You can now review publication information through the calendar view. The calendar presents up-to-date information about publication dates (dates inside frames).

The calendar displays advance information periods if one calendar year affects more than one plan for the advance information. Normally, only one set of advance information is assigned for a year.

By clicking a publication date in the calendar, you can view updated information on the Issue Information page in the same way as pressing a link in the publication list view.

From the Issue Information page, you can return to the calendar by clicking the **To publication calendar view** link.


itella
Postittamisen työpöytä
Log out
Maija Maijanen
Front page
Publications
User instructions
Extranet front page
Publications
ABC-kustannus Oy
Kissa ja koira
Lehti 1
Lehti 2
Lehti 3
Finnpublishing Oy
Kaupunkikustannus Oy
Vorssan valokuvausseura ry
Yritysten asiakaspalvelu
Kundservice / Customer service
0200 77000
asiakaspalvelu@itella.fi
ma-pe 8-18 (pvm/mpm
må-fr 8-18 (lna/msa)
Mon-Fri 8–18
Kuljetustilaukset
Transporttjänster / Transport orders
0200 92000
kuljetustilaus@itella.com
ma-pe 8-18 (pvm/mpm
Lehti 2
Basic publication information
Publication calendar
Issues
Previous year
2013
Following year
January 2013
February 2013
March 2013
April 2013
May 2013
June 2013

5. ADVERTISER CUSTOMER INSTRUCTIONS

5.1 General

You need usernames to the free Kontakti service and to PTP. The Kontakti username is available at:

http://www.itella.fi/kontakti/registration

Through Kontakti, you can order marketing deliveries that will be delivered individually. Through PTP, you can also order recurring deliveries and less expensive bundle deliveries.

However, delivery area selection is not yet available on PTP, so you must select the area in Kontakti and then enter other information on PTP.

It is not always possible to carry out a marketing delivery according to your wishes, due to limited delivery capacity. PTP indicates at the point of ordering whether item size, delivery date or area should be changed in order to place the order successfully. PTP also indicates the list price of the delivery.

5.2 Quick guide to ordering

1. Log in to Kontakti in the address and follow the **Order basic delivery link** (basic delivery without printing and mailing).
2. Select an area from the list or map or by entering postal codes, and click the **Next** button to proceed to phase two (Mailing and delivery).
3. Click the **Next** button to proceed to phase three (Summary).
4. Click the **Download postal codes** button. Do not tick Add delivery postal code to file.
5. Save the Excel file in your computer. Do not confirm the order in Contact.
6. Log on to PTP.
7. Create a new delivery and provide advance information. The delivery list price will be indicated immediately.

   If PTP reports that the area you have selected has already been sold out, return to phase two.

   The advance information form you have confirmed ready will prepare the order.

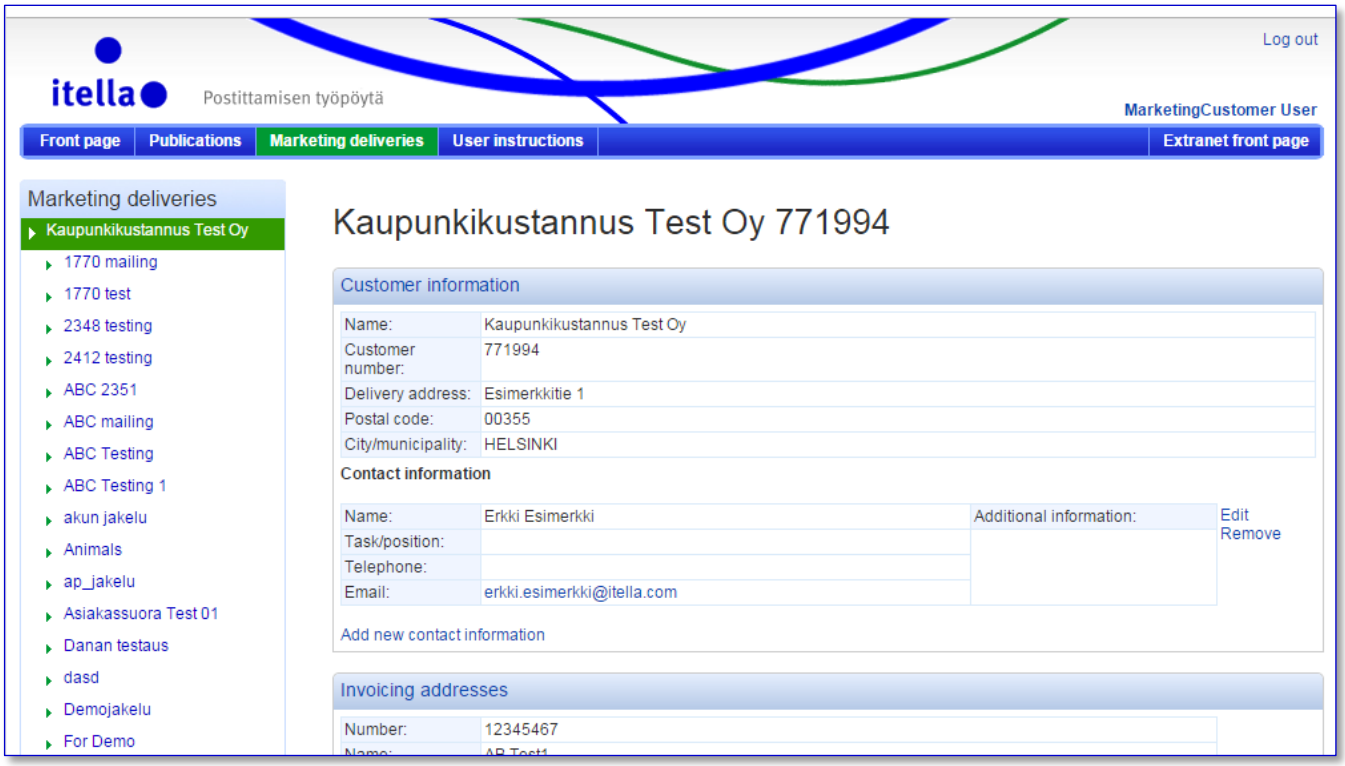
8. Approve or ask your mailer company to approve the mailing plan.

5.3 Front page of the PTP user

When you have logged in to PTP, the first page shows information on the customer organizations for which you are able to place orders and make changes to orders. If you notice that any information is missing, contact the main user of your organization or Corporate Customer Service.

5.4 Customer's basic information

Click Marketing deliveries in the top menu.



Check that the information for your organization is correct. The name, customer number, and address of the organization cannot be edited. If information is missing, please contact Corporate Customer Service.

You can add information for one or more contact persons in PTP. PTP is designed in such a way that you can update all contact persons' information centrally on this page.

To add a new person, click the **Add new contact information** link. If you want to remove a contact person's information from PTP, click the **Remove** link. The contact person does not necessarily have to be the same person who uses PTP.

PTP shows the contact person's information to all parties who deal with matters related to the publication, such as the mailer company. For this reason, it can be a good idea to add information on, for example, long annual leave and substitutes in the Additional information field.

In the list on the left, you can select a previously ordered marketing delivery to view or report its information.

5.5 Marketing delivery

When you click the name of a delivery in the list on the left, you will go to the basic information page for the delivery:

Under **Advance information**, PTP shows status information for previously created plans. The period refers to the time interval for the plan, which can be longer than the delivery time that you provided.

On this page, PTP shows you the advance information that you have previously approved, even if you have later made changes to the information of individual mailing batches. You can see the latest batch-specific information in the table or calendar view of the delivery.

If there are incomplete plans marked with yellow (due date soon) or red (due date in the past) in the advance information list, they need to be filled in and marked as complete as soon as possible. Open a plan by clicking its name.

If you want to add a new mailer company for a delivery, click the **Create new mailing plan** link. For each delivery, PTP creates as many mailing lists as there are valid mailing plans for the publication during the same period. PTP does not restrict the number of mailing plans.

Under **Customer information**, you can select your own contact person for the delivery. The contact person can be anyone you defined on the customer's basic information page. If you want to edit a person's contact information or add a new person, you can do it centrally on the basic information page.

Under **Mailer company contact details**, you can see a list of the mailer companies that the publisher has provided in the advance information. If no advance plans have been made and approved for the publication, the mailer company list is empty.

Mailer companies are responsible for providing and updating their own contact information. If contact information is missing or contains errors, contact the mailer company.

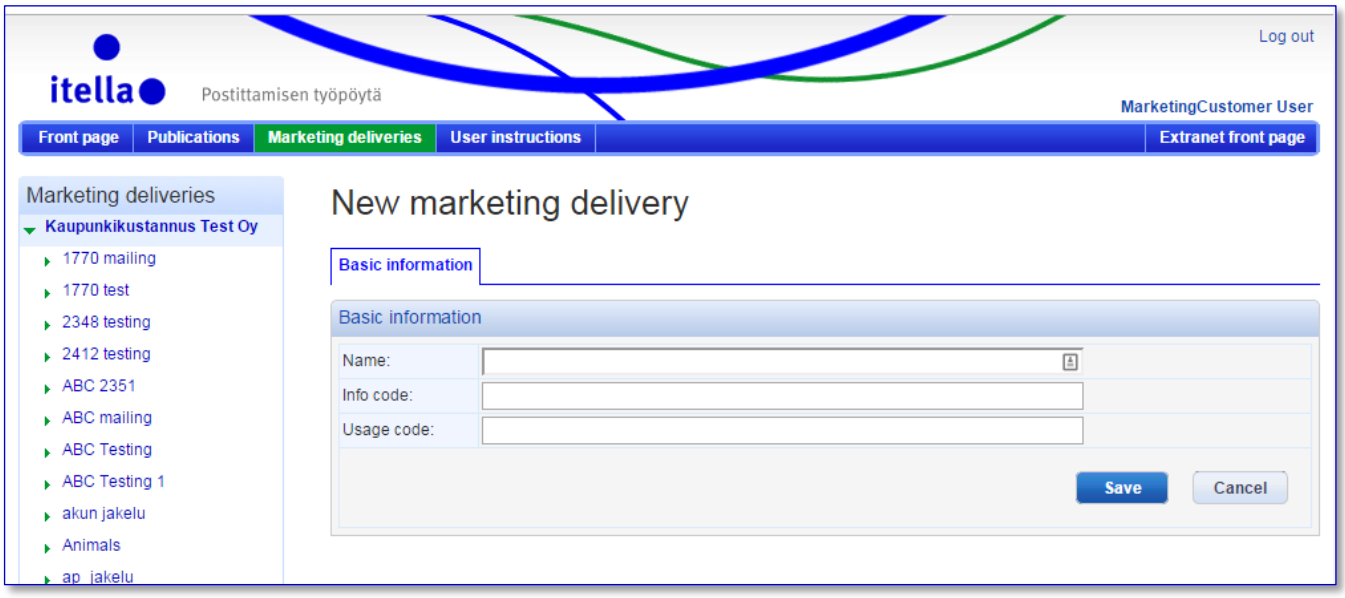
The mailer companies you have provided have the possibility to agree on matters related to mailing the publication directly with Itella.

5.6 Advance information for a new delivery

Adding a new delivery consists of three phases:

1. The customer adds a new delivery to PTP and gives it a name.
2. The customer fills in an advance information form that asks for delivery days and areas.
3. The customer or the customer's mailer company fills in a mailing plan that asks for the desired posting place and time.

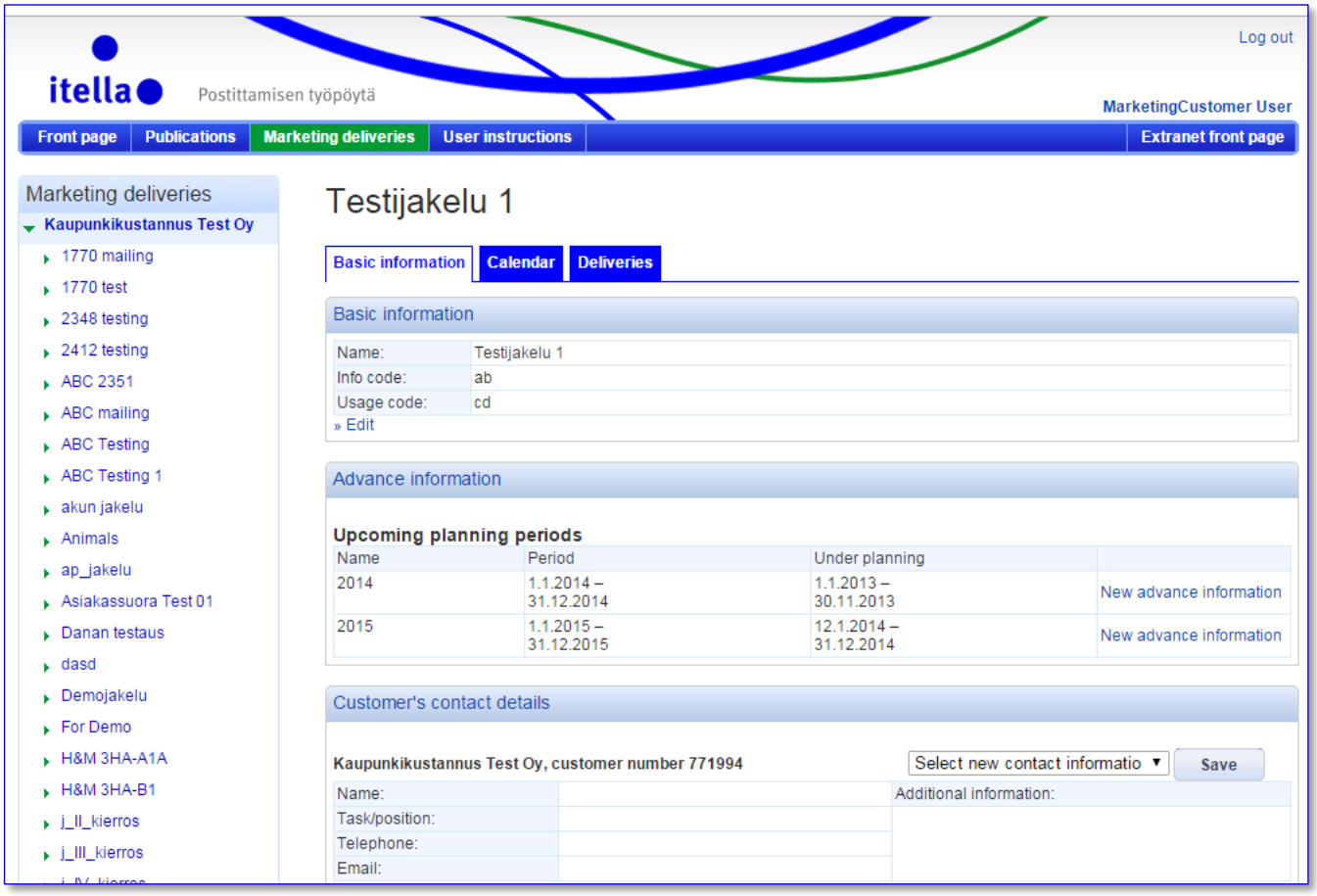
Start by clicking the **Add a new delivery** link at the bottom of the menu on the left of the page.



Give the delivery a name that helps you find later it in the menu list. For example, you can use the name of your campaign.

If you and your salesperson have agreed on an info code and usage code, also provide them. The information will be shown on the invoice.

Finish by clicking **Save**, which takes you back to the basic information page for the delivery.

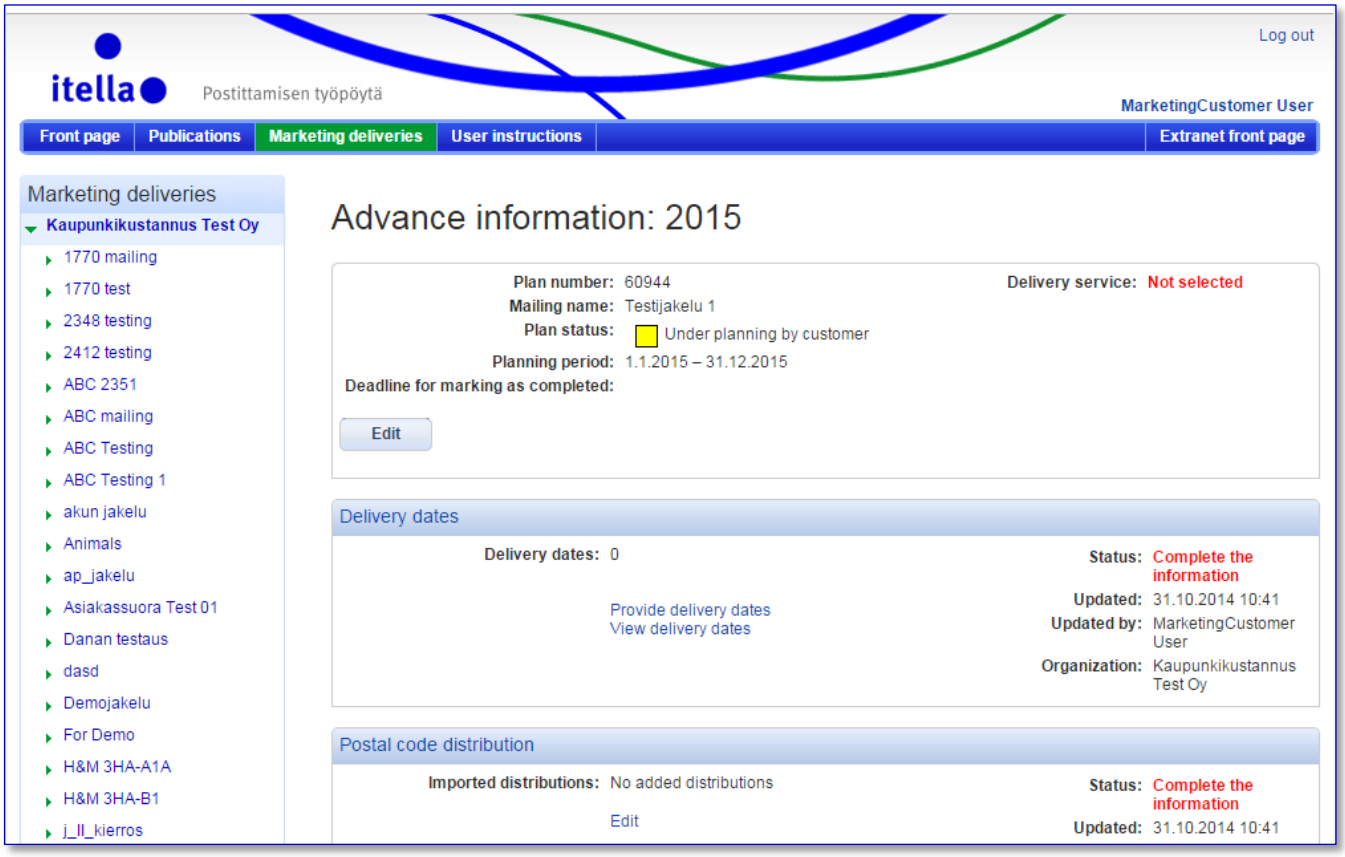


Click the **New advance information** link on the right on the row related to the desired period (usually a calendar year).

You can fill in the form that opens next in the order that you wish. In these instructions, the form is filled in from the top down.

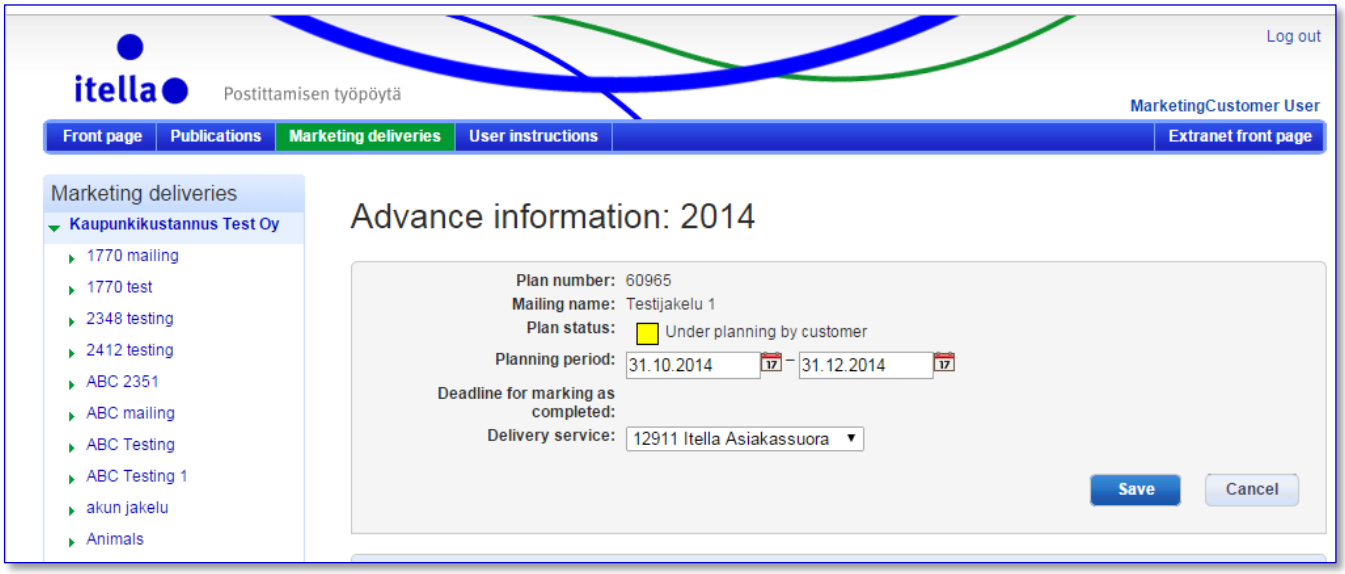
You can either provide all information in one go or only provide some information and complete the form later. Forms cannot be marked as complete until all information has been provided.

PTP allows more than one user to fill in and edit information in turns. The name of each user is saved on the right side of the form.



At the top of the form, you can see the planning period and the selection of a delivery service.

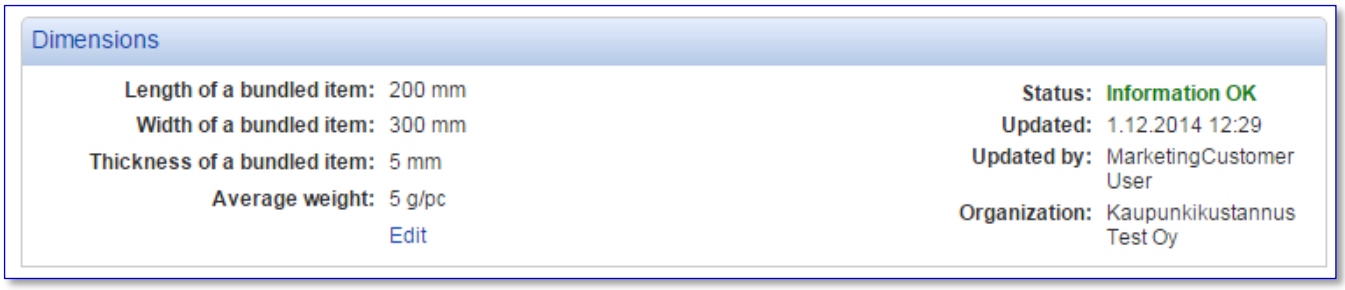
Click the **Edit** button and complete the selections. You can usually approve the default calendar year as the period. Finally, click **Save**.



5.7 Advance information: Dimensions

Delivery capacity will be reserved for you based on the dimensions and weight of the item to be mailed.

Click **Edit information** and enter the outer dimensions of the item in the bundle. If the item in the bundle cannot fit in the mail slot and therefore has to be folded in mail delivery, an additional payment can be charged for folding.


Dimensions
Length of a bundled item: 200 mm
Width of a bundled item: 300 mm
Thickness of a bundled item: 5 mm
Average weight: 5 g/pc
Edit
Status: Information OK
Updated: 1.12.2014 12:29
Updated by: MarketingCustomer User
Organization: Kaupunkikustannus Test Oy

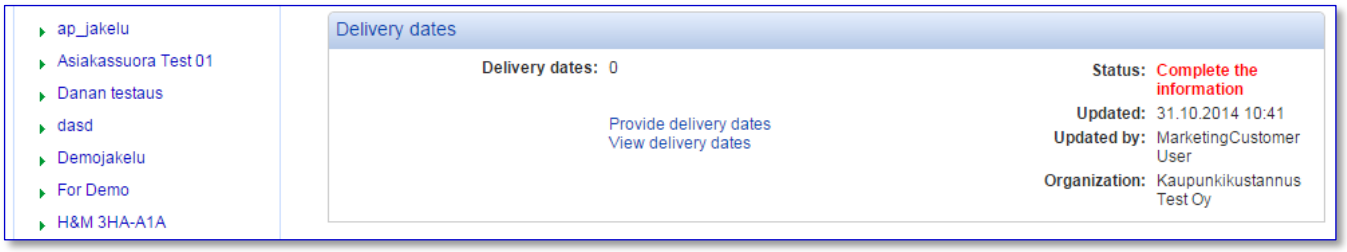
Examples of the dimensions of mail items:

Item	Dimensions	Thickness	Average weight:
A6 sheet	105 mm * 148 mm	1 mm	3 g (paperboard 120 g/m2)
A5 sheet	148 mm * 210 mm	1 mm	5 g (paperboard 120 g/m2)
A4 sheet	210 mm * 297 mm	1 mm	5 g (paper 80 g/m2)
A3 sheet	297 mm * 420 mm	1 mm	10 g (paper 80 g/m2)
C6 envelope	114 mm * 162 mm	1 mm	5 g (paper 100 g/m2)
C5 envelope	162 mm * 229 mm	1 mm	8 g (paper 100 g/m2)
C4 envelope	229 mm * 324 mm	1 mm	15 g (paper 100 g/m2)

It is possible to apply larger dimensions or item weight later if the area's delivery capacity has not been sold out.

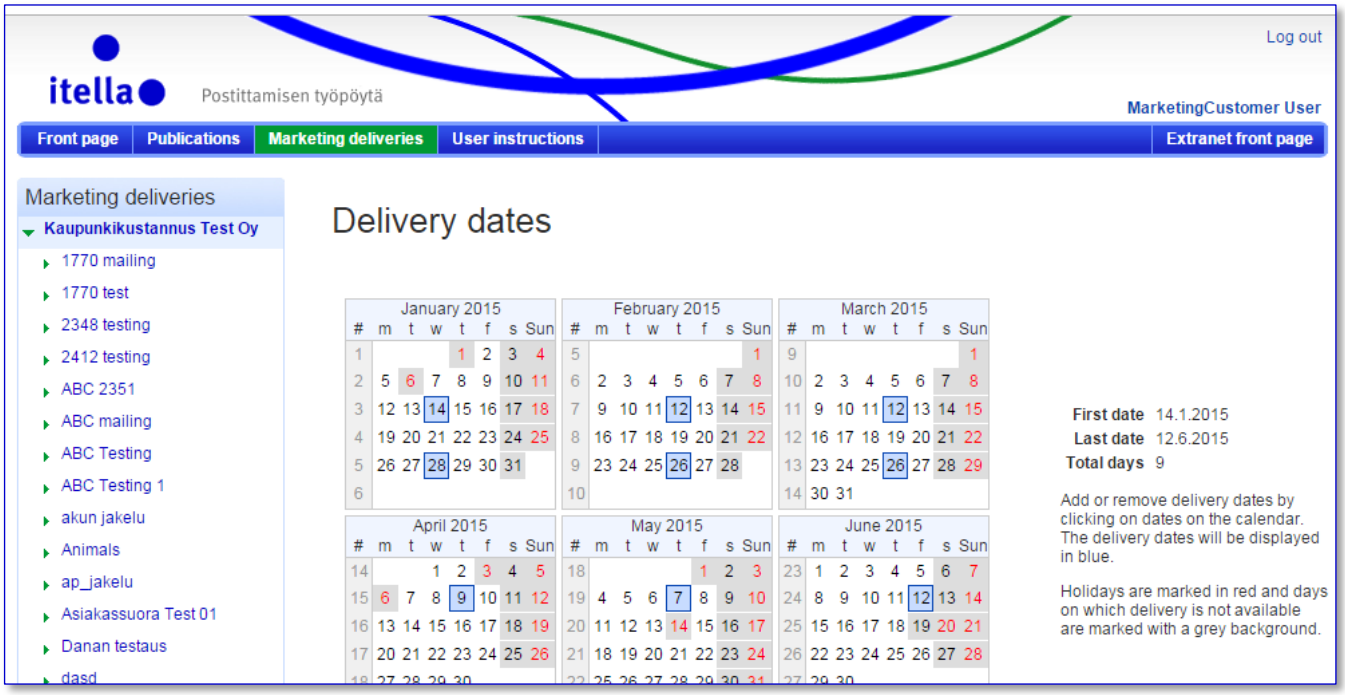
5.8 Advance information: Defining deliveries (dates)

Provide one or more deliveries (delivery dates) by clicking the **Provide delivery dates** link on the advance information form.



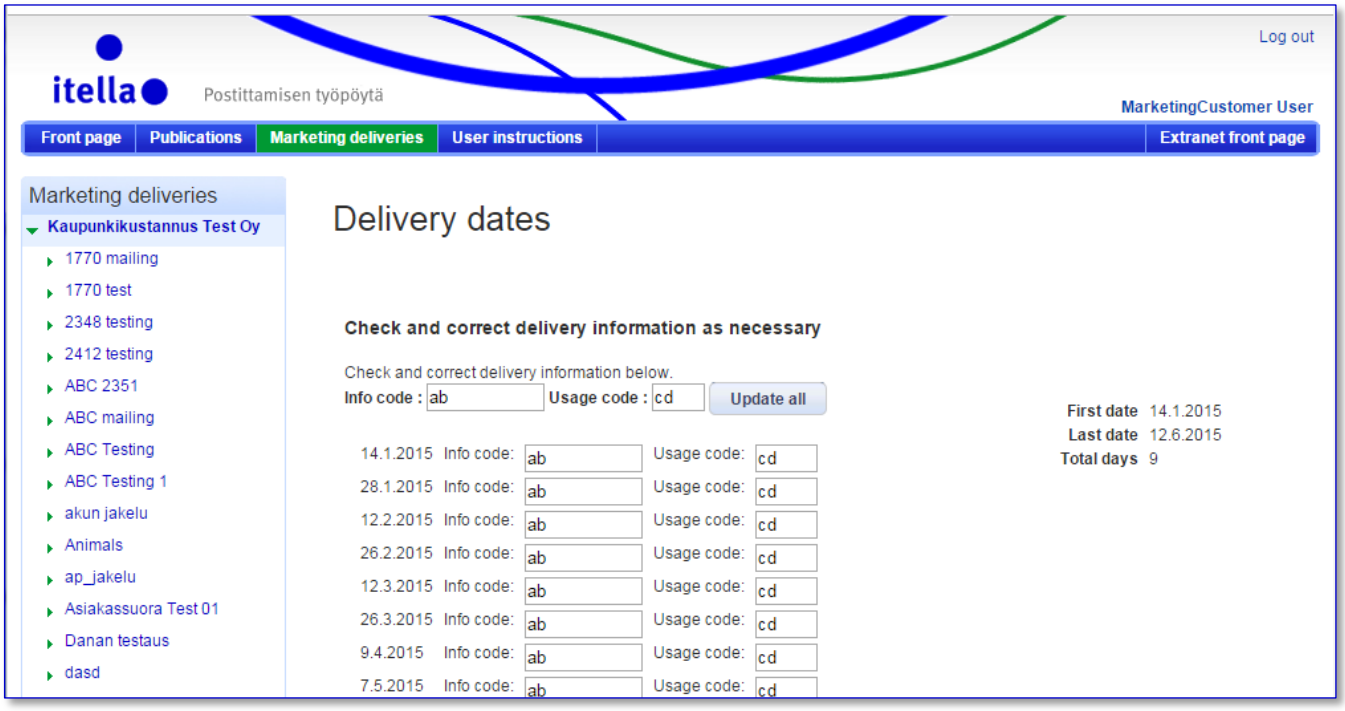
You can either provide a rule if you want the delivery to be repeated, for example, on the same weekday, or go directly to the calendar view. In the calendar, you can select one or more days by clicking them. The first click adds a selection and the second click removes the selection.

Grey days cannot be clicked because the selected delivery service is not available.



When you have provided the required information, the status information in the form field on the right changes from red to green.

Finally, PTP shows you a list of the dates you selected. Here you can still fill in information regarding the info code and usage code.

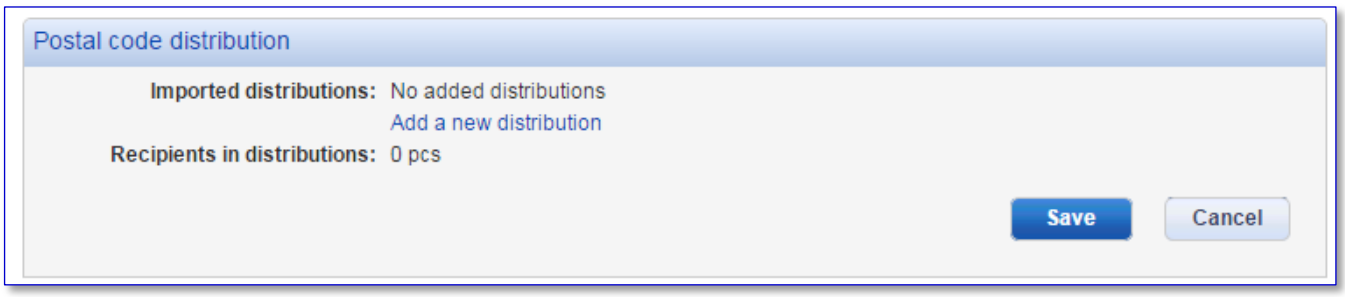


5.9 Advance information: Providing a postal code distribution

After you have selected the delivery dates, define the destination of the delivery.

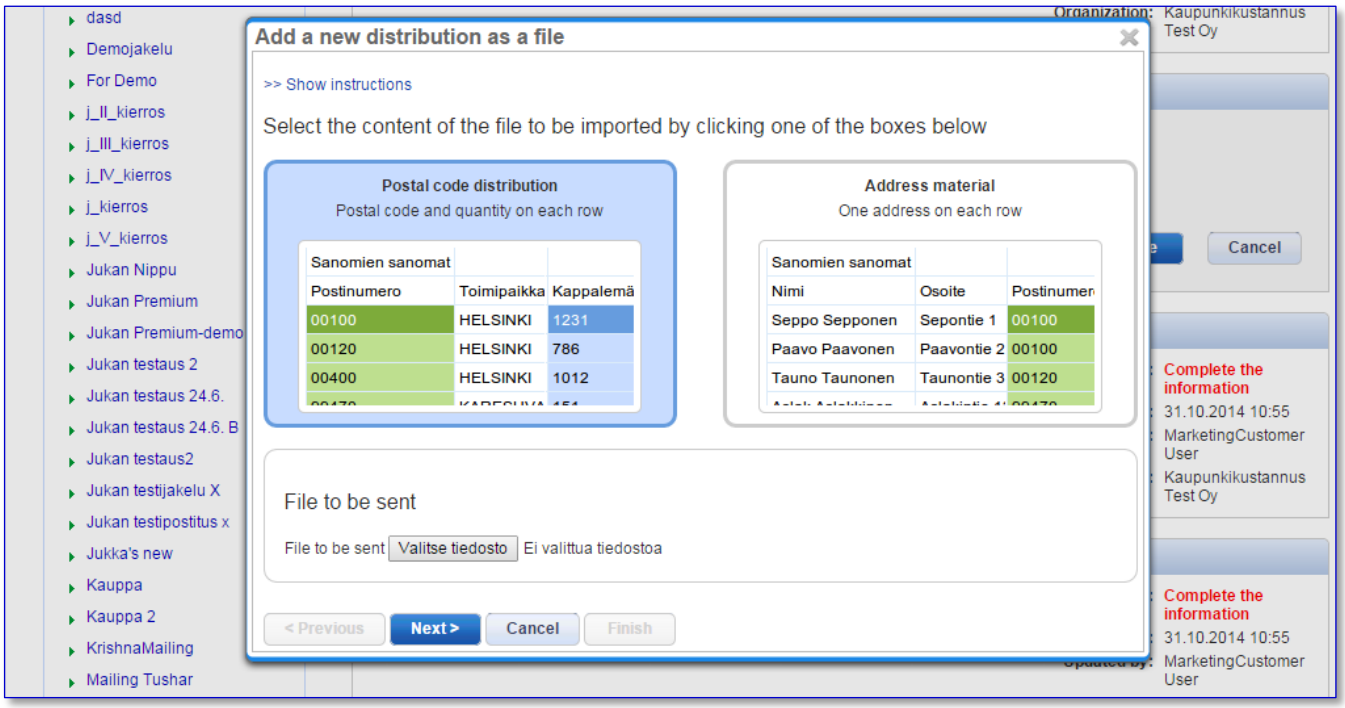
First, select the area through the Kontakti service:

1. Log in to Kontakti in the address http://www.itella.fi/kontakti/ and follow the **Order basic delivery** link (basic delivery without printing and mailing).
2. Select an area from the list or map or by entering postal codes, and click the **Next** button to proceed to phase two (Mailing and delivery).
3. Click the **Next** button to proceed to phase three (Summary).
4. Click the **Download postal codes** button. Do not tick Add delivery postal code to file.
5. Save the Excel file in your computer. Do not confirm the order in Contact.
6. Return to PTP.

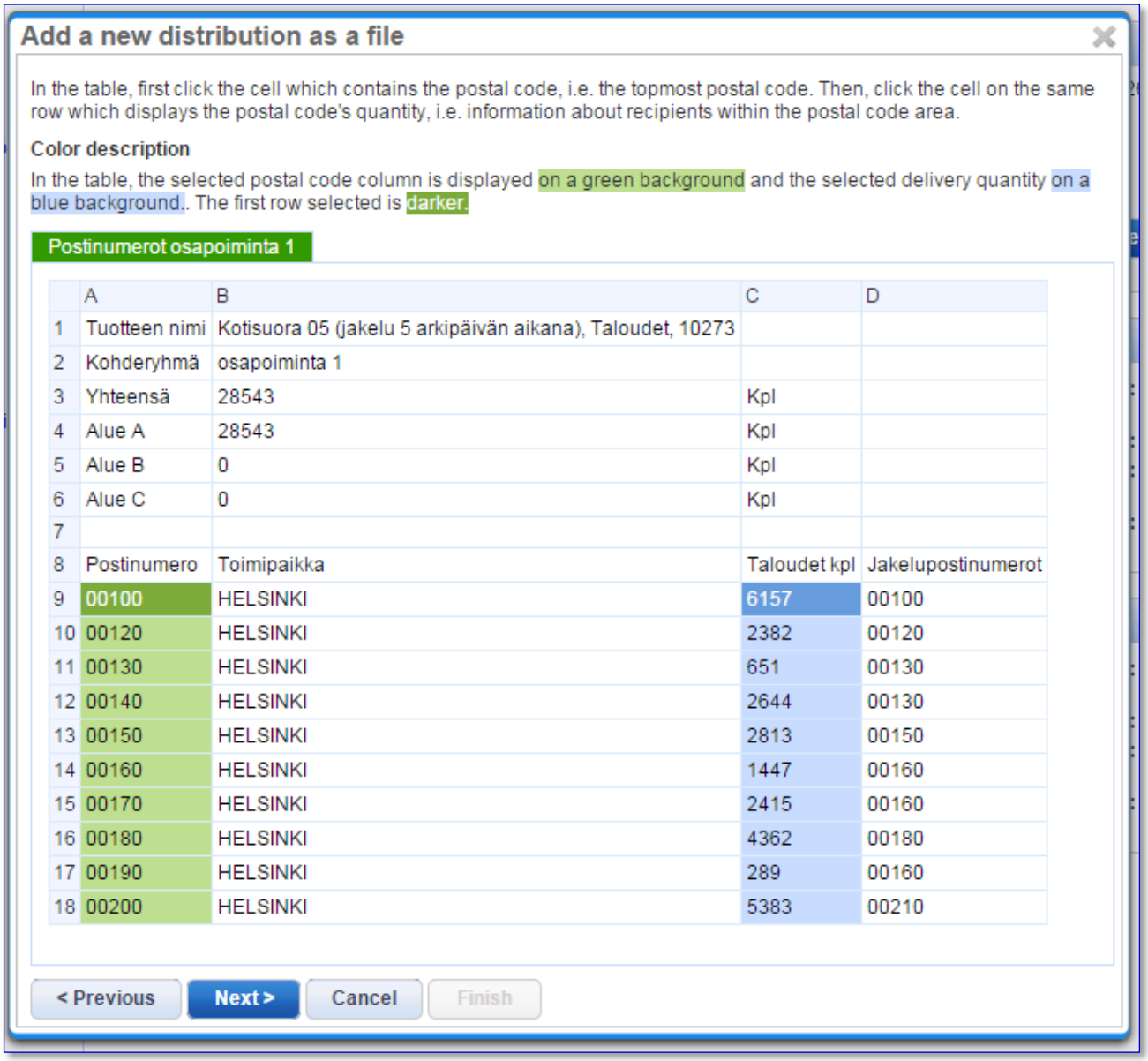


First, click the **Edit** link at postal code distribution and then **Add new distribution**.

When you are importing a new distribution, first click to select whether the Excel file contains a normal postal code distribution, or whether you are importing complete address data from, for example, a publication's subscriber register. For an unaddressed marketing delivery, always select a **Postal code distribution**.



PTP asks you to import a file, to select the correct columns from the table, and to name the distribution.


Add a new distribution as a file
In the table, first click the cell which contains the postal code, i.e. the topmost postal code. Then, click the cell on the same row which displays the postal code's quantity, i.e. information about recipients within the postal code area.
Color description
In the table, the selected postal code column is displayed on a green background and the selected delivery quantity on a blue background. The first row selected is darker.
Postinumerot osapoiminta 1
< Previous
Next >
Cancel
Finish

	A	B	C	D
1	Tuotteen nimi	Kotisuora 05 (jakelu 5 arkipäivän aikana), Taloudet, 10273		
2	Kohderyhmä	osapoiminta 1		
3	Yhteensä	28543	Kpl	
4	Alue A	28543	Kpl	
5	Alue B	0	Kpl	
6	Alue C	0	Kpl	
7				
8	Postinumero	Toimipaikka	Taloudet kpl	Jakelupostinumerot
9	00100	HELSINKI	6157	00100
10	00120	HELSINKI	2382	00120
11	00130	HELSINKI	651	00130
12	00140	HELSINKI	2644	00130
13	00150	HELSINKI	2813	00150
14	00160	HELSINKI	1447	00160
15	00170	HELSINKI	2415	00160
16	00180	HELSINKI	4362	00180
17	00190	HELSINKI	289	00160
18	00200	HELSINKI	5383	00210

If you import the file from Kontakti, click cell A9 to select it for postal codes and C9 for the number of recipients, as shown in the above example.

If you wish, you can import more files, and PTP will sum them up automatically.

5.10 Advance information: Providing a mailer company

As a customer, you can select the mailer company from the drop-down menu.

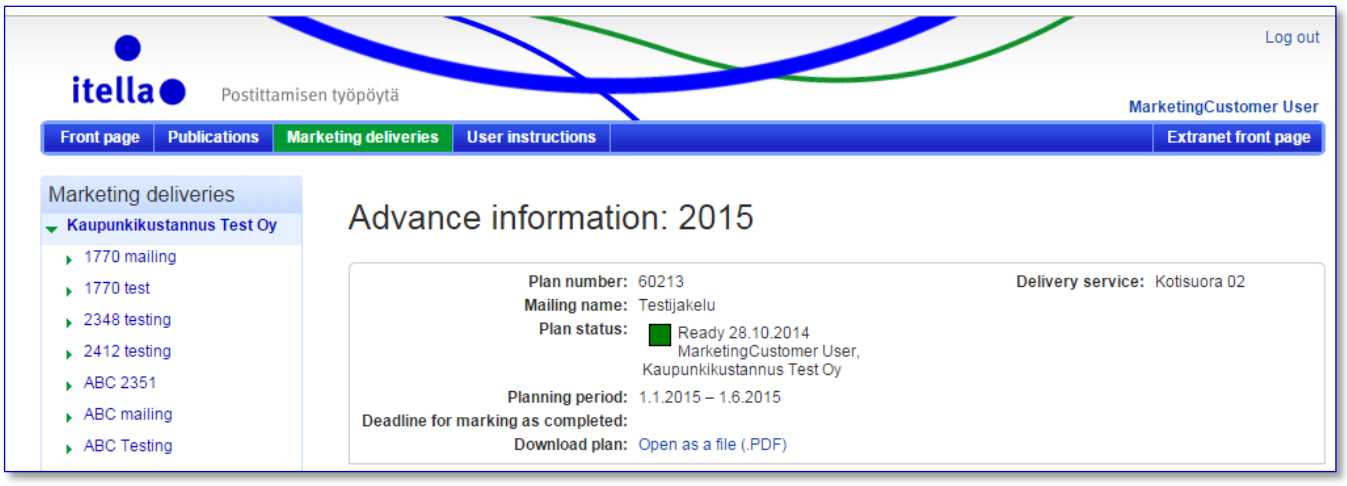
If the desired mailer company is not in the list, select **Add new** and type the name or customer number of the mailer company in the search field. The search starts automatically when you have typed at least two characters.

You can also leave the mailer company undefined, but in this case PTP cannot send the mailer company an automatic reminder for creating a mailing plan.

5.11 Advance information: Invoicing information

The last field in the advance information form has to do with **invoicing information**. Select the correct invoicing address from the drop-down menu. If there are errors in the information or you cannot find the desired address, contact Corporate Customer Service to correct the information.

Finally, when you have filled in information in all the fields, you can click the **I have provided all information** button at the bottom of the page, after which the advance information status changes to the green Ready status:



After confirming, you can save the advance information to your computer as a PDF file by clicking the link.

If you selected the mailer company as part of the advance information, and the mailer company has provided its e-mail address, PTP sends the mailer company a message, requesting it to create a mailing plan.

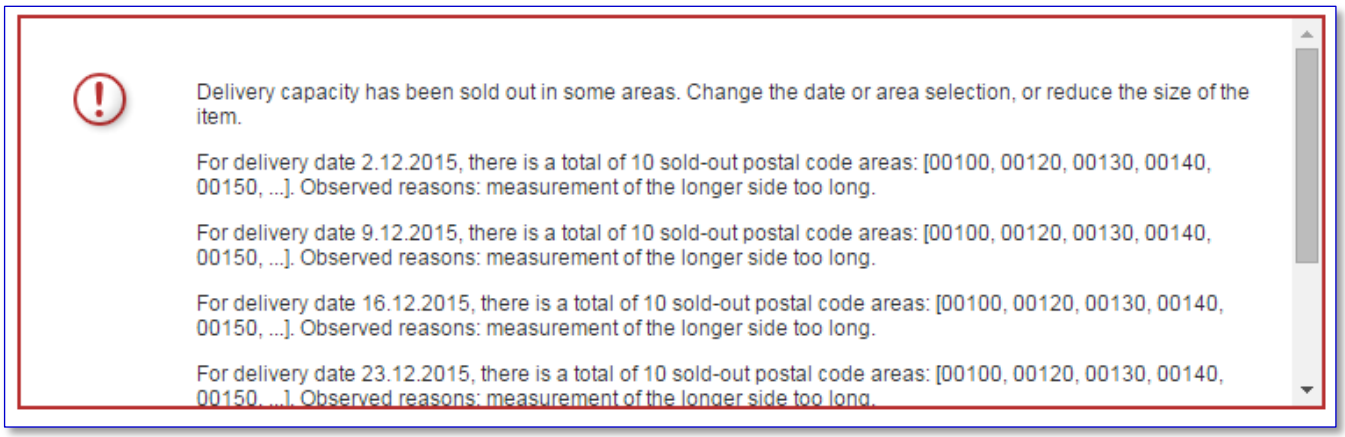
Please note that you can no longer edit advance information directly after you have marked it as complete. However, you can always open advance information for viewing from the basic information page of the delivery.

If you have accidentally approved incorrect advance information, or the situation has changed after the approval, contact a salesperson or Corporate Customer Service. They can open the advance information form to correct it either so that it replaces the original advance information in its entirety or starting from the desired date. Both the new corrected version of the advance information as well as the original version will be shown in the list on the basic information page of the delivery.

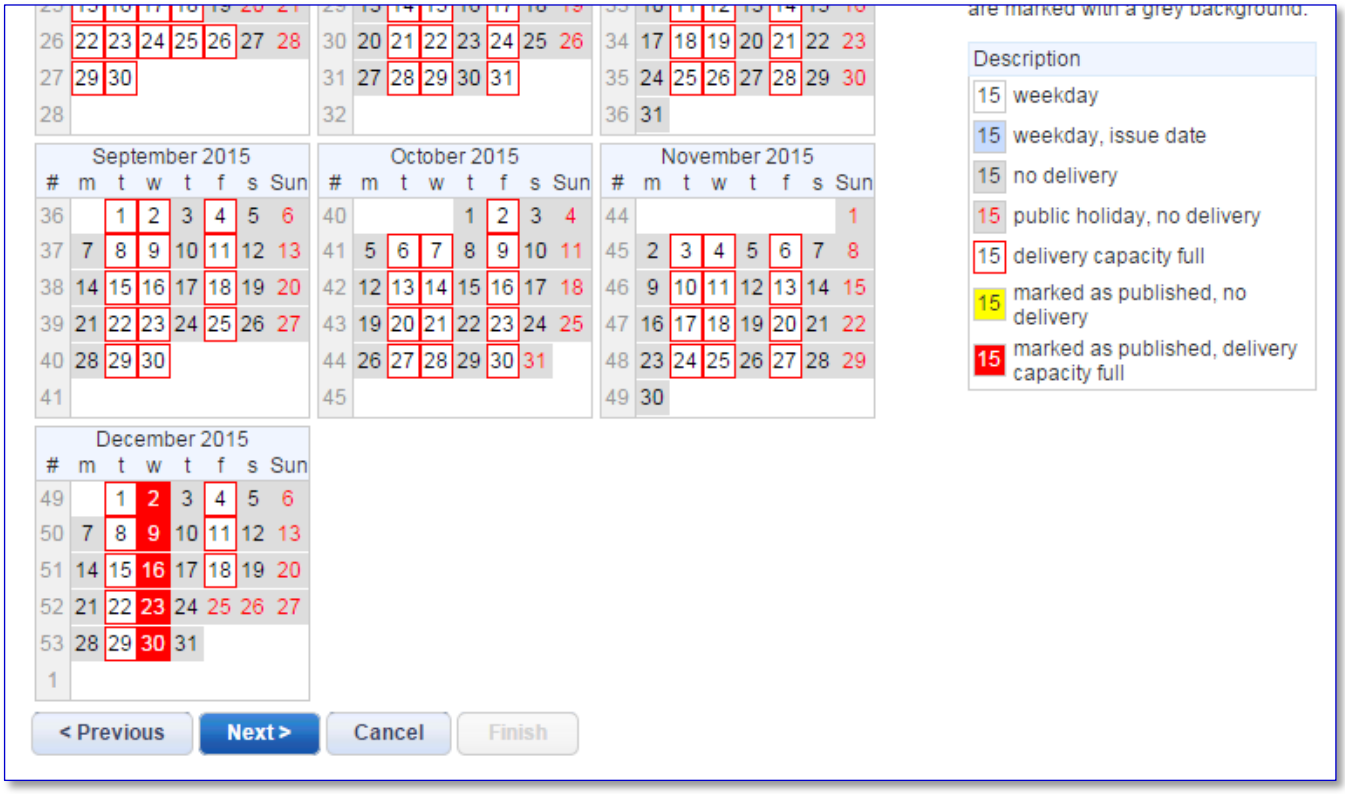
5.12 Advance information: What to do if capacity is not available?

PTP will check the availability of the delivery after you have provided all information and clicked the button in the lower edge of the page.

Sometimes a specific day may already have been sold out for the area you have selected. Then the following message will appear on PTP:


Delivery capacity has been sold out in some areas. Change the date or area selection, or reduce the size of the item.
For delivery date 2.12.2015, there is a total of 10 sold-out postal code areas: [00100, 00120, 00130, 00140, 00150, ...]. Observed reasons: measurement of the longer side too long.
For delivery date 9.12.2015, there is a total of 10 sold-out postal code areas: [00100, 00120, 00130, 00140, 00150, ...]. Observed reasons: measurement of the longer side too long.
For delivery date 16.12.2015, there is a total of 10 sold-out postal code areas: [00100, 00120, 00130, 00140, 00150, ...]. Observed reasons: measurement of the longer side too long.
For delivery date 23.12.2015, there is a total of 10 sold-out postal code areas: [00100, 00120, 00130, 00140, 00150, ...]. Observed reasons: measurement of the longer side too long.

The dates you have selected in the calendar but which have already been sold out are highlighted with red. You can edit the selections by directly clicking a calendar date:



So far, the area selection can only be edited through the Contact service. This will be improved markedly upon the introduction of future PTP versions.

If you do not yet know the weight and size of the item to be mailed, you can also check availability with a smaller item weight.

The earlier you make the order, the better opportunities you have to reserve the delivery you want.

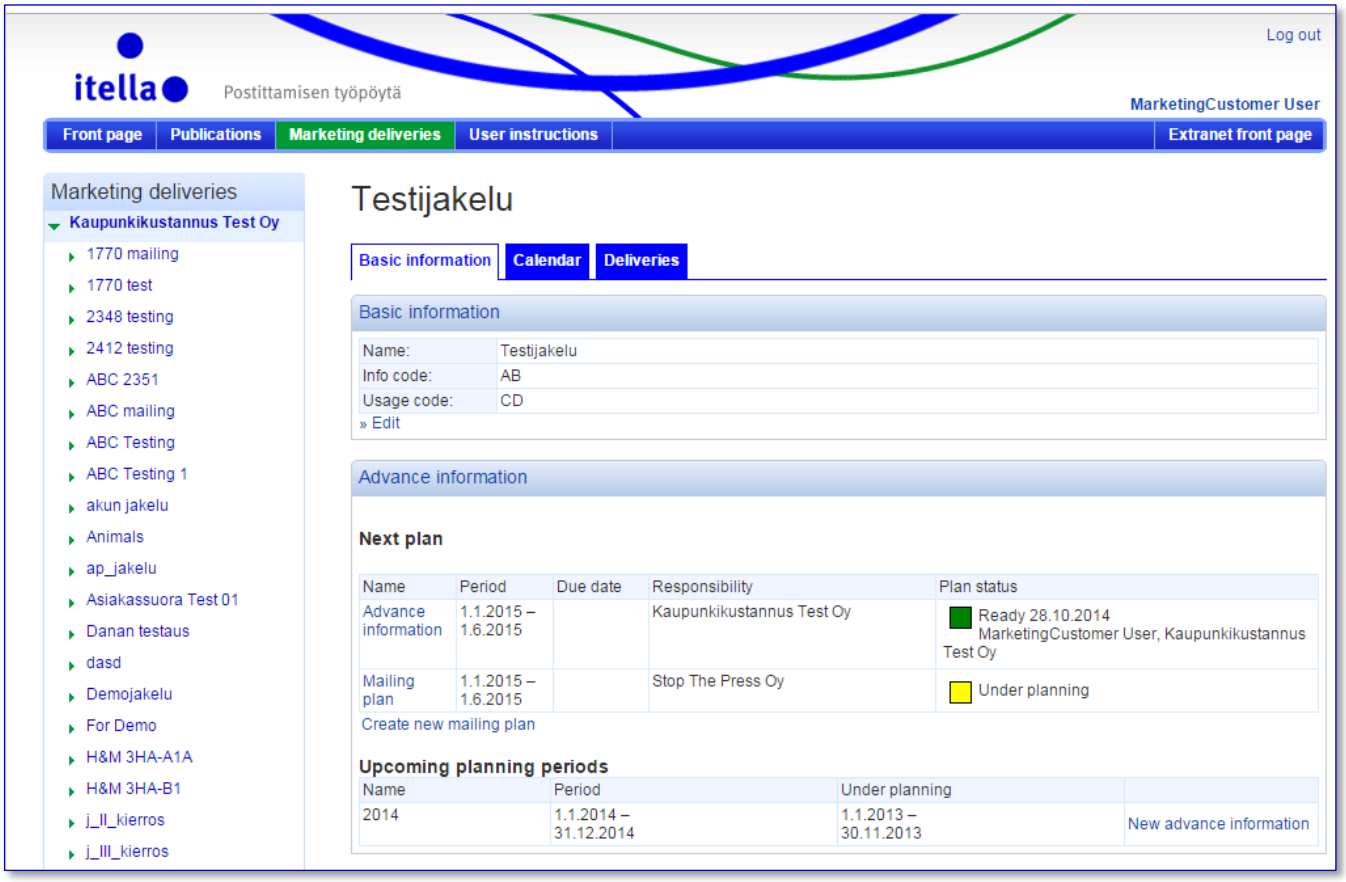
5.13 Advance information: Cancellation

The advance information form you have confirmed ready will prepare the order. If you want to cancel the information, you have provided and also the order of the delivery, please contact Sales.

5.14 New mailing plan

The mailing plan is usually filled in by the mailer company. If the customer has not provided a mailer company, the customer must create a mailing plan.

The customer can see all mailing plans and edit their contents as desired in the same way as the mailer company.

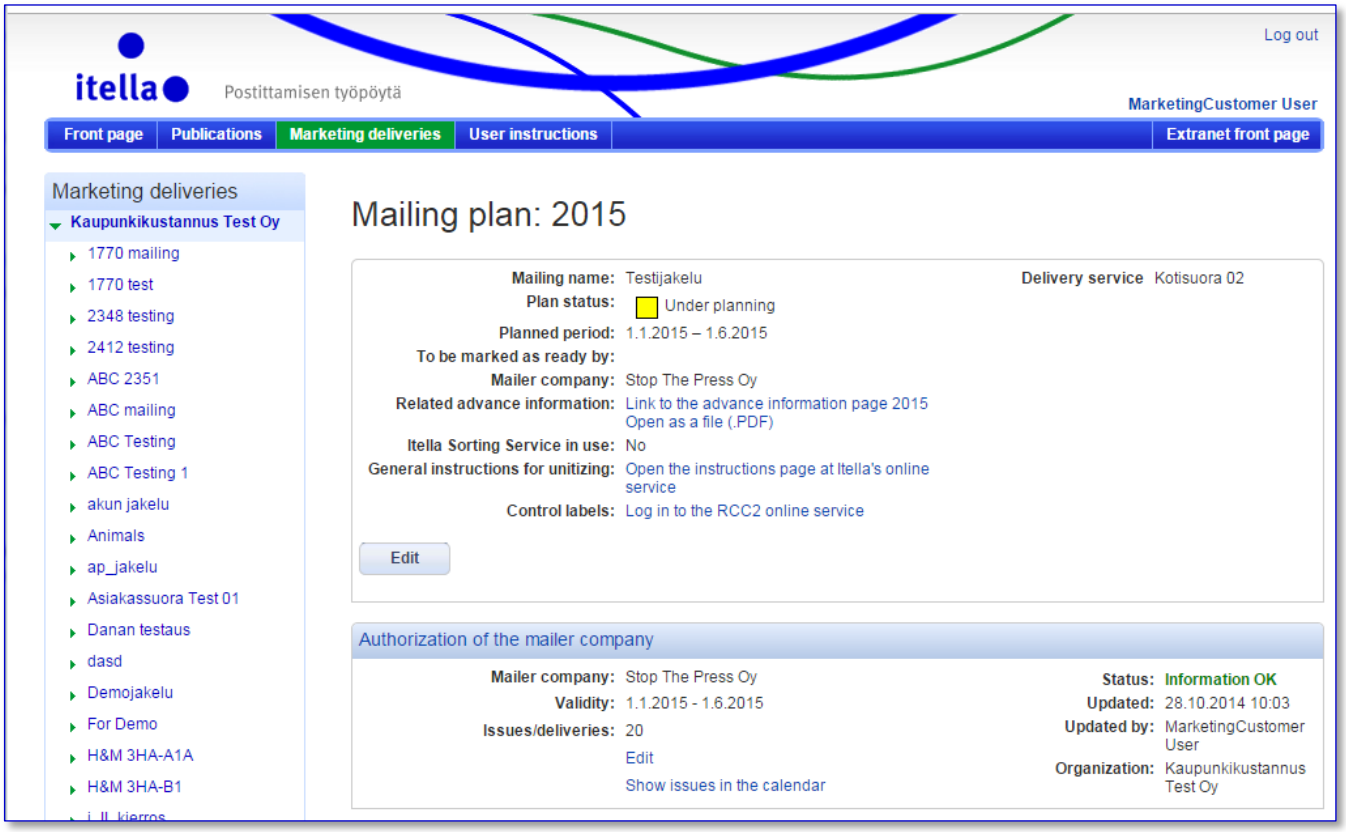


If you represent a mailer company, or if the customer has provided a mailer company, start by clicking the **Mailing plan** link on the basic information page of the delivery.

If the customer has not provided a mailer company yet, click **Start by selecting a mailer company** and select the time period for which you will authorize the mailer company to provide information.

If you as a customer want to add a second or third mailer company for a delivery, click the **Create new mailing plan** link.

For each delivery, PTP creates as many electronic mailing lists as there are valid mailing plans for the delivery during the same period. PTP does not restrict the number of mailer companies or the mailing plans they are responsible for.



The new mailing plan is initially in the Under planning status.

5.15 Mailing plan: Postal code distribution

If the customer did not provide a postal code distribution as part of the advance information, the distribution must be provided in the mailing plan at the latest. Instructions for providing the distribution can be found in the advance information instructions.

Provide the distribution as an Excel file that you can get for the marketing delivery from, for example, the Kontakti service at http://www.itella.fi/kontakti/

5.16 Mailing plan: Dimensions of delivered item

Fill in information by clicking the **Edit** link. Enter the dimensions of the delivered item so that they correspond to the dimensions of the item in the posted bundle.

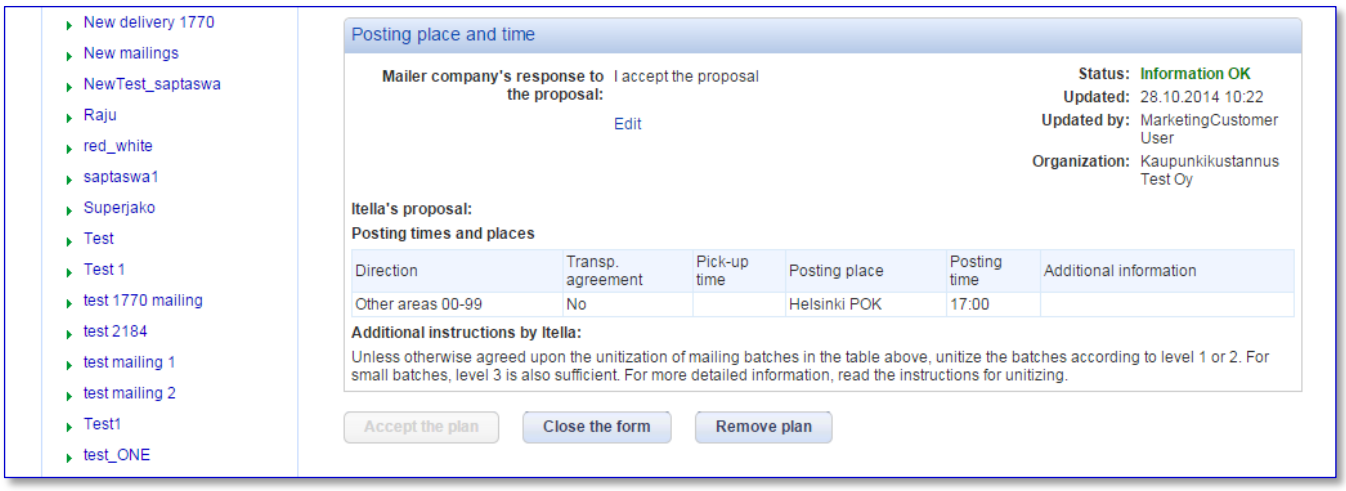
5.17 Mailing plan: Information on the preparatory work for mailing

Select the transport units that the mailer company can use. At least one transport unit must be selected.

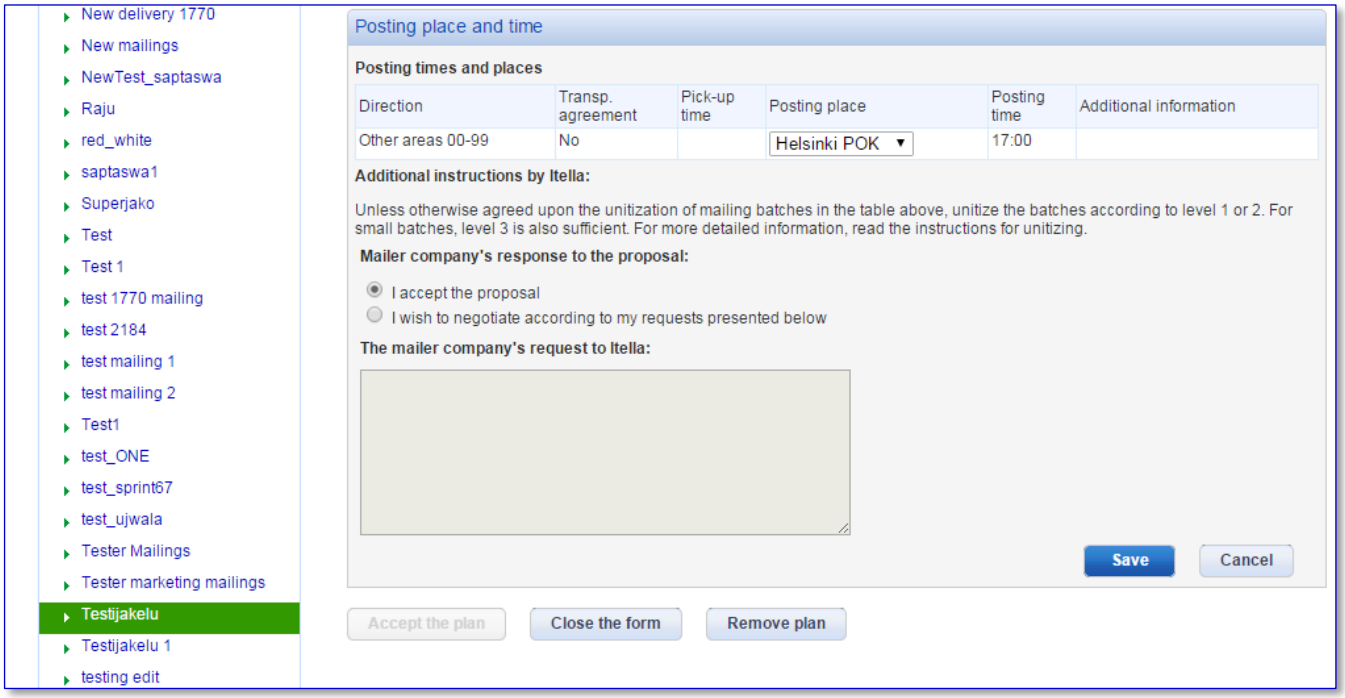
If you wish, you can enter information on the minimum and maximum bundle sizes allowed by the mailer company. This optional information is used as a guide in creating the instructions for unitizing sent by PTP to the mailer company. If you do not provide the information, PTP will create the instructions for unitizing based on the default values.

5.18 Mailing plan: Posting place and time

In the last section called **Posting place and time** you can see the proposal created by Itella for this delivery.



The proposal contains one or more unidirectional mail batches. Reply to Itella's proposal by first clicking **Edit**.



Select the desired posting place for each row from the drop-down menu. After that, you can either accept the proposal as is or select that you want to negotiate, in which case PTP asks you to enter your requests, and Itella will contact you later.

When all the sections of the mailing plan have been filled in, accept the mailing plan by clicking the button at the bottom left of the page.

5.19 Mailing plan: Changing the mailer company

First cancel the current mailing plan by clicking the **Cancel plan** button at the bottom of the page. After the cancellation, the previous mailer company automatically loses the right to provide delivery information in PTP.

Create a new mailing plan on the basic information page of the delivery. The plan asks you to select a new mailer company.

If you are about to change the mailer company later than seven days before the start of the mailing plan target period, you must make any changes directly to the electronic mailing list yourself.

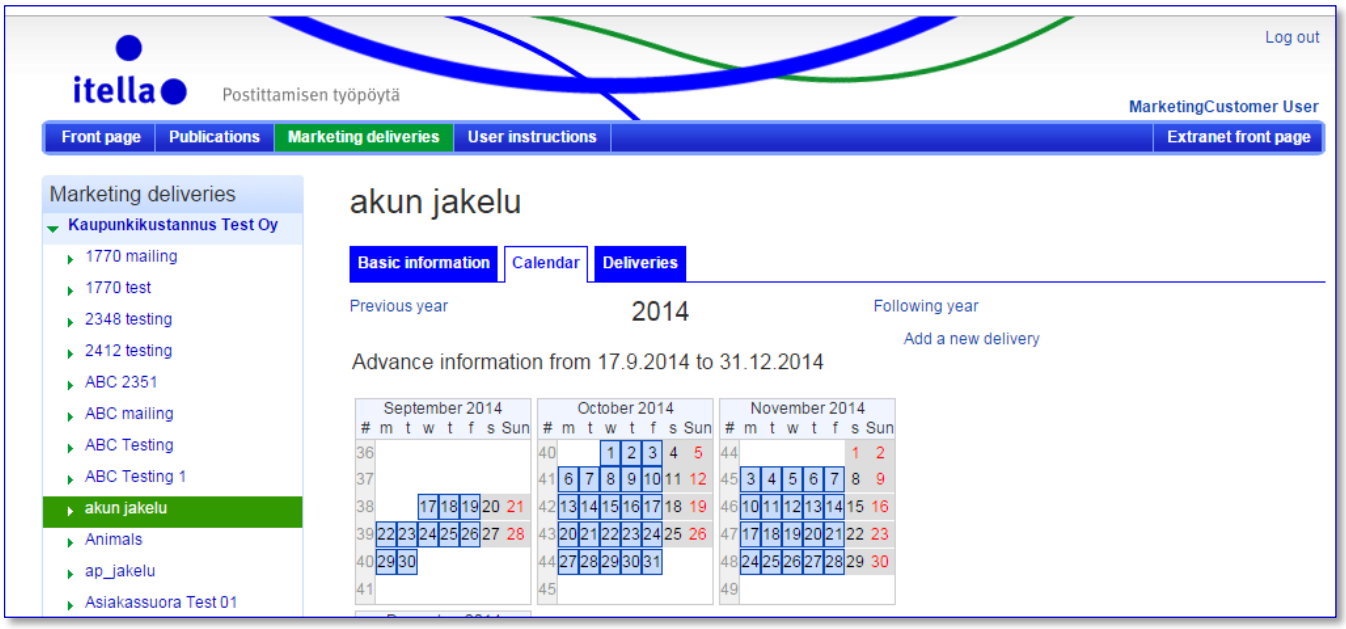
PTP creates electronic mailing lists automatically in advance, usually a week before the mailing date. For example, if you cancel a mailing plan for the current year in January, the mailing lists for batches to be posted during the following

week have already been created according to the information in the old mailing plan. You must correct these mailing lists manually.

These mailing list corrections do not have to be made for the marketing deliveries that do not have any delivery dates during the seven days following the cancellation of the mailing plan and the creation of a new plan.

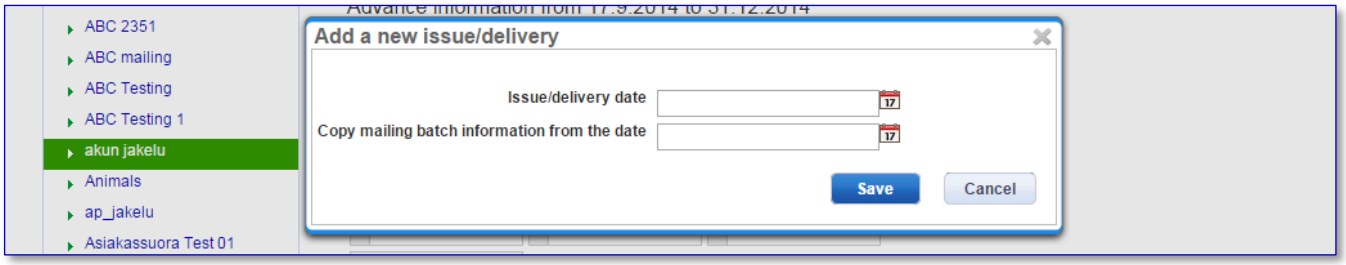
5.20 Delivery date calendar

When you have provided the advance information for the delivery and accepted the mailing plan, you can view deliveries in the calendar view by clicking the **Calendar** tab.



By clicking a date in the calendar, you can view and edit the information of an individual delivery.

If you want to add a new issue, first go to the calendar page and click the **Add new issue** link at the top.



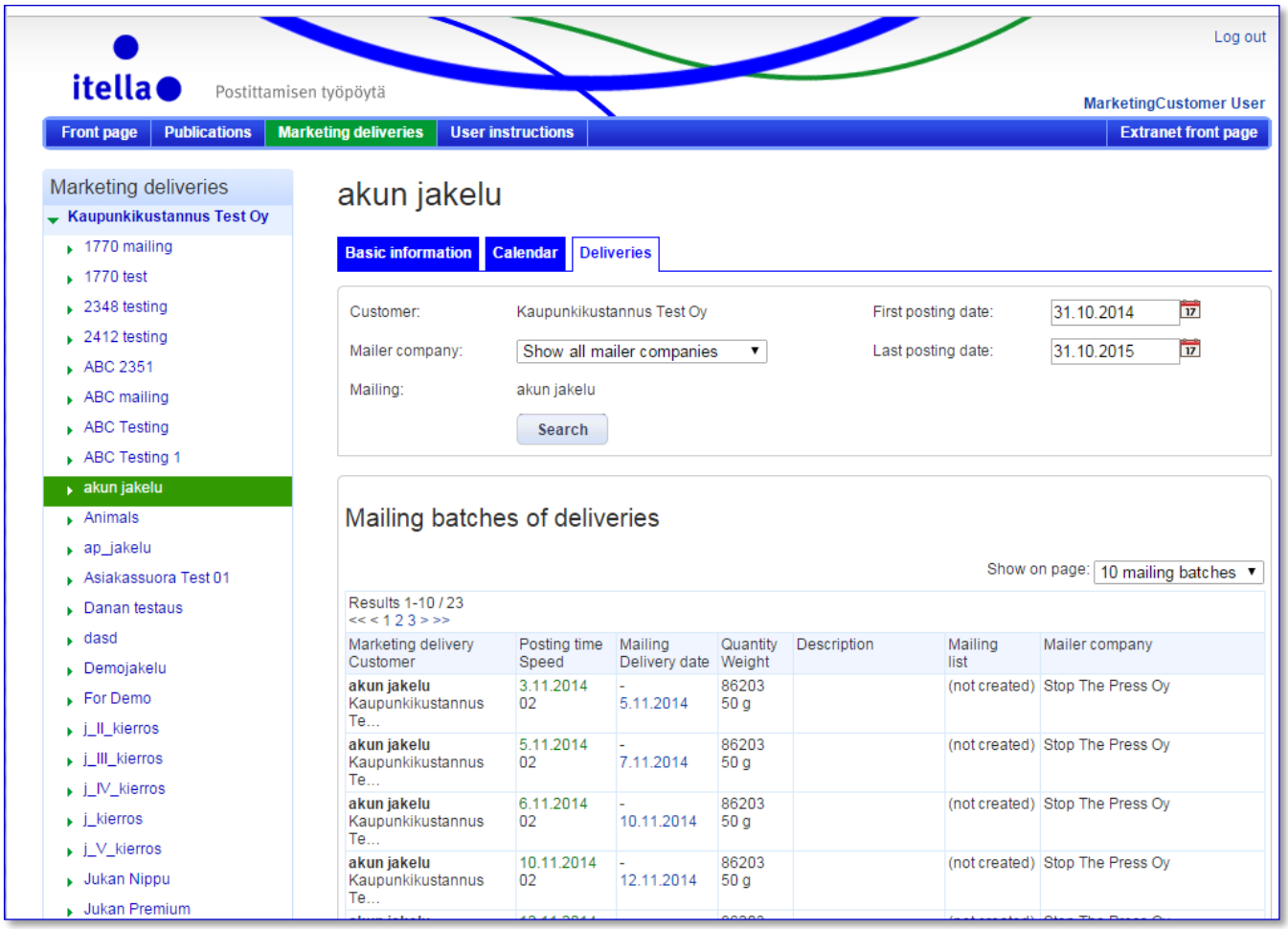
PTP will first ask you for the new issue's **delivery date**, which you can type or select by clicking the calendar icon. PTP will check that the publication date you have provided refers to a date when delivery is possible.

You will also be asked the date whose delivery will be used to copy mailing batch information as the basis for a new delivery. Once you have saved the new delivery, PTP shows you the detailed information of the new delivery for editing.

PTP always displays real-time information on the deliveries in the calendar and table views. PTP does not modify previously approved advance information and mailing plans retroactively.

5.21 List of deliveries

When you have provided the advance information for the delivery and accepted the mailing plan, you can view a list of deliveries by clicking the **Deliveries** tab.



If you wish, you can filter the list by selecting a specific mailer company or time period.

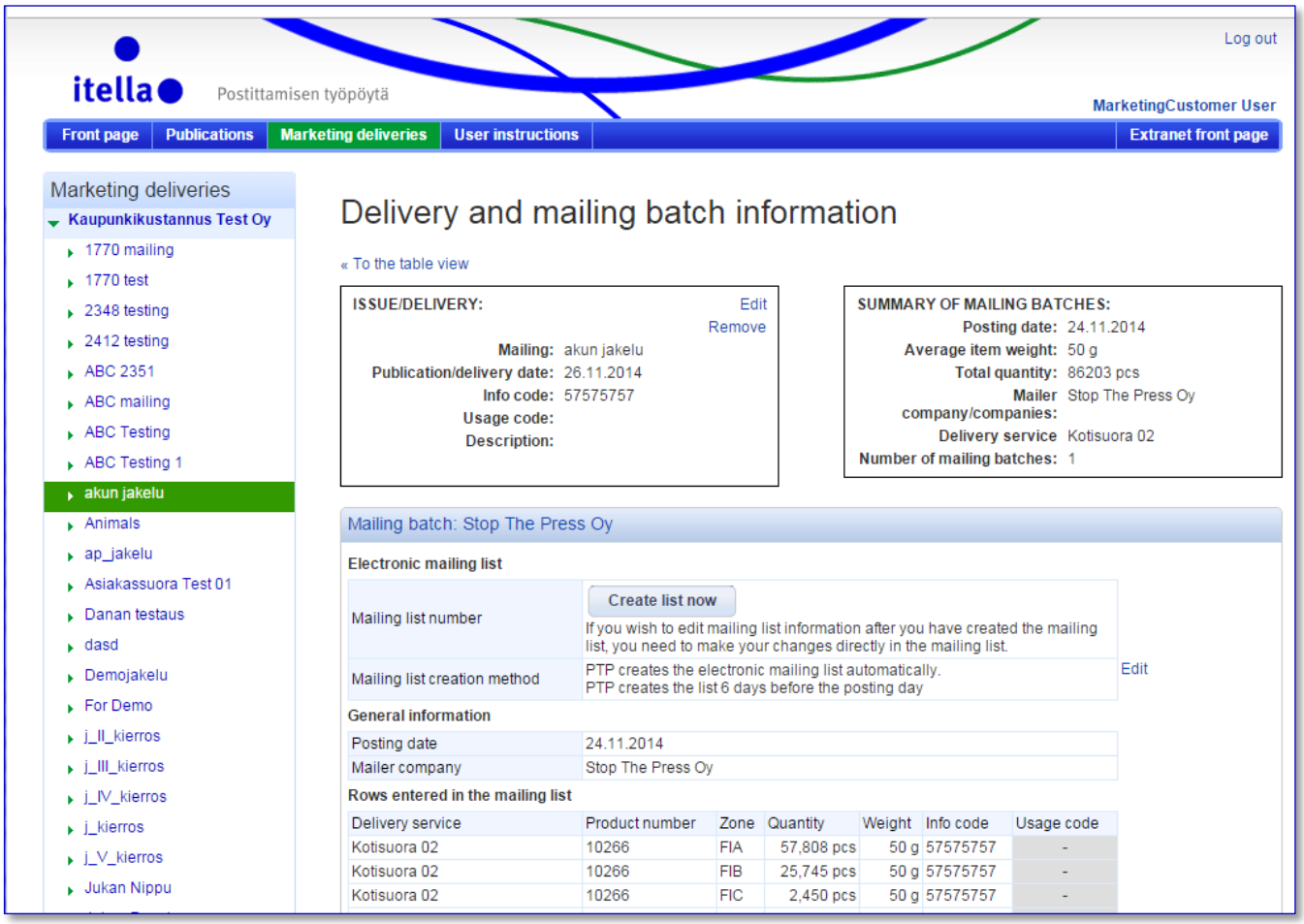
Because PTP creates the mailing batch information based on advance information and mailing plans, the list is empty until the delivery as at least one accepted mailing plan.

A delivery usually has only one mailing batch, in which case there is one row in the list for each delivery. The rows are in chronological order.

If a delivery has two separate mailer companies, it also has two separate mailing batches. In these cases, there are two rows for one delivery.

By default, the list shows the customer all mailing batches of all mailer companies. Mailer companies only see the batches they have mailed.

5.22 Delivery time and mailing batch information

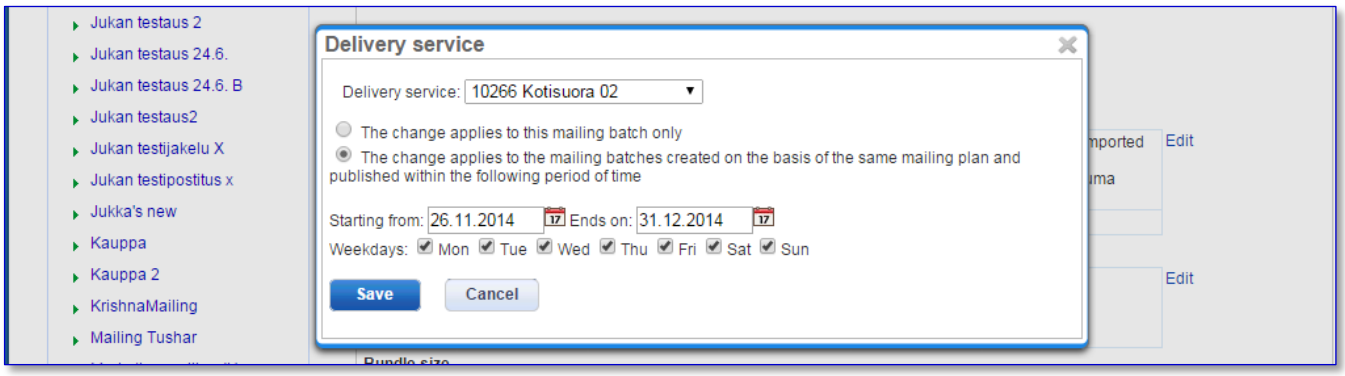


The quantity in the summary corresponds to the total quantity of all mailing batches in this delivery. The average item weight in the summary refers to the average item weight calculated in relation to the quantities of mailing batches.

Below these, you can see the mailing batch information of each mailer company in their separate fields.

As a customer, you can edit the information until the mailing list has been created. The delivery date can also be moved, as long as the new date is not earlier than one week from the current date.

When you are editing information specific to a mailing batch—for example, the delivery service—you can select whether the change applies to the currently open delivery (date) or all deliveries within a certain time period.



5.1 Delivery and mailing batch information: Electronic mailing list

PTP creates an electronic mailing list from each mailing batch usually one week before the mailing date.

PTP also adds to the mailing list the supplementary services you selected and the quantities you defined for them.

If you do not want PTP to create lists automatically, edit the mailing list option on the delivery and mailing batch information page. If you wish, you can ask PTP to create a mailing list earlier by clicking the **Create list now** button. The list is normally created within a few minutes from clicking the button.

Once the list creation has been started, either automatically or by clicking the button, information can no longer be edited in PTP.

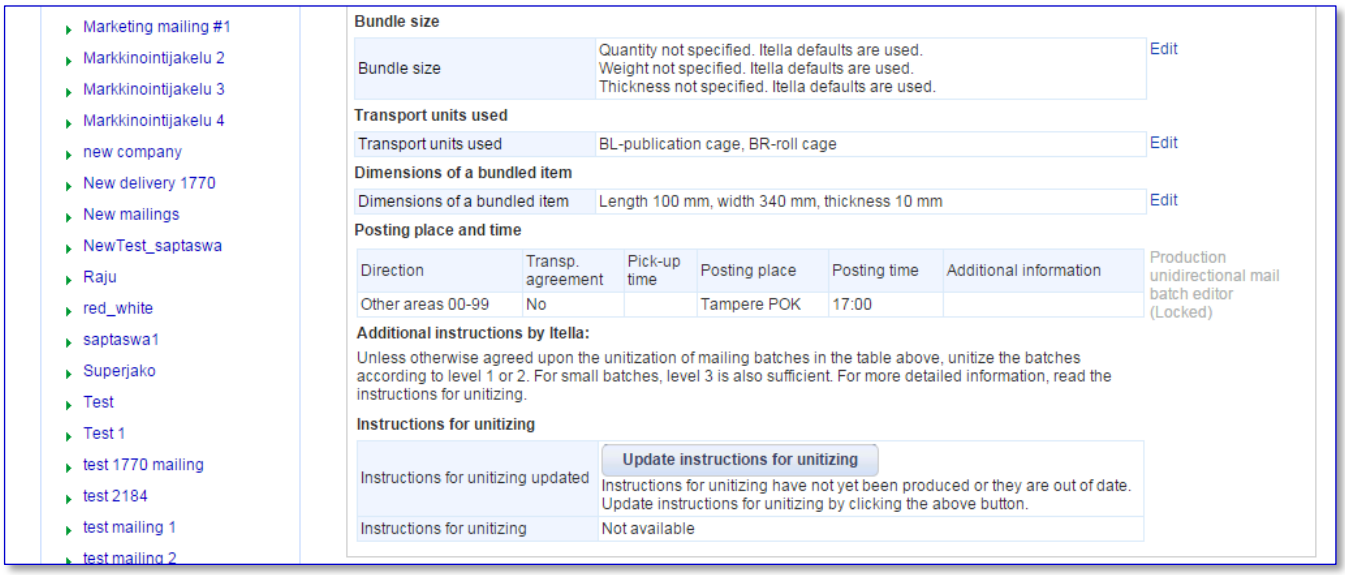
When the list has been created, PTP shows the mailing list number that enables you to make changes directly to the mailing list. Please note that changes you

make directly to the list are not updated back to PTP, which means that the information may no longer be up to date in PTP.

PTP does not create a mailing list, or show a link to a mailing list created elsewhere, if the mailer company uses Itella Sorting Service or sends invoicing information by line transfer.

5.2 Delivery and mailing batch information: Instructions for unitizing

The instructions for unitizing tell the mailer company how the transport units (boxes, rolltainers, pallets) should be assigned for the material to be mailed.



Unitizing instructions expire whenever you or someone else modifies or edits information, which affects the unitizing, such as quantities. In this case, search for new instructions by pressing the button.

Additionally, on the **Mailing plan** page there is a link available for a separate web service, which the mailer company can use to import correctly formatted container labels for attaching to transport units.

6. LIST OF KEY CONCEPTS

01
Delivery speed 01: As a general rule, the publication is delivered to the recipients on the following weekday after the posting day.
(Swedish: Utdelningshastighet 01, Finnish: Kulkunopeus 01)

02
Delivery speed 02: As a general rule, the publication is delivered to the recipients on the second weekday after the posting day.
(Swedish: Utdelningshastighet 02, Finnish: Kulkunopeus 02)

Customer
A generic name used in connection with marketing deliveries for an advertiser whose items are mailed. Corresponds to a publisher in connection with publications.

Advance plan
Same as advance information
(Swedish: Förhandsplan, Finnish: Ennakkosuunnitelma)

Advance information
Information on the publishing and mailing of a publication, related to the following planning period
(Swedish: Förhandsinformation, Finnish: Ennakkotiedot)

Extranet (Itella's extranet)
A collection of transaction services requiring login for Itella's corporate and organizational customers

Publication date
The publication date of a publication's issue, usually the date shown on the cover of the publication on which the publication is generally delivered to the recipients
(Swedish: Utgivningsdatum, Finnish: Ilmestymispäivä)

Publisher
Same as a publication's publisher. The publisher provides, for example, the publication dates. Corresponds to a customer in connection with marketing deliveries.
(Swedish: Utgivare, Finnish: Julkaisija)

Publication
Same as a paper. A repeatedly mailed item, to which you can link information on publication dates, a publisher, and a mailer company
(Swedish: Publikation, Finnish: Julkaisu)

Quantity
The delivered quantity of a publication's issue
(Swedish: Stycketal, Finnish: Kappalemäärä)

Item weight
The mass of a single delivered issue of a publication in grams
(Swedish: Styckevikt, Finnish: Kappalepaino (kpl-paino))

Bundle
A bundled batch of publications with routing/address markings. As a general rule, a bundle is addressed either to the delivery starting point or directly to the recipient.
(Swedish: Bunt, Finnish: Kimppu)

Bundle label
An A4 sheet, printed according to the standard and attached to the top of the bundle, indicating the address of the bundle. Alternatively, this information can be printed directly to the address information field of the topmost publication of the bundle.
(Swedish: Buntlapp, Finnish: Kimppulappu)

Bundling
Combining items or bunches into bundles
(Swedish: Buntning, Finnish: Kimputus)

Transport unit
Transport units are boxes, rolltainers, and publication cages owned by Itella. Pallets owned by the sender can also be used as transport units.
(Swedish: Lastbärare, Finnish: Kuljetusyksikkö)

Unsorted items
Transport units that contain publications going to more than one sorting center or delivery office
(Swedish: Osorterade enheter, Finnish: Lajiteltavat yksiköt)

Itella Sorting Service
Itella Sorting Service is a tool for professional letter or publication mailer companies. It supports automated and batch-specific mailings according to Itella's instructions, using address and mailing information provided to the service.
(Swedish: Itella Sorteringstjänst, Finnish: Lajittelupalvelu)

Publication
Same as a paper
(Swedish: Tidning, Finnish: Julkaisu)

Mailing batch
The copies of a publication's issue delivered at the same time. They have the same mailer company and are essentially similar copies of one another.
(Swedish: Leveransparti, Finnish: Lähetyserä)

Mailing list (electronic mailing list)
An electronic mailing list is used to provide information on a mailing batch to be mailed to Itella's service production and for invoicing purposes

(Swedish: Elektroniskt försändelseförteckning, Finnish: Sähköinen lähetyslista)

Issue
A publication is published as one or more issues per year
(Swedish: Nummer, Finnish: Numero)

Control Center
(Swedish: Styrninscentral, Finnish: Ohjauskeskus)

Container label
A container label refers to a label attached to a transport unit, box, and/or bundle, which is a requirement for the timely handling of a batch in Itella's process. A container label indicates, for example, the target postal code, delivery speed, and product.
(Swedish: Styrlapp, Finnish: Ohjauslappu)

Maximum Reach Delivery
(Swedish: Täckutdelning, Finnish: Peittojakelu)

Basic delivery
Normal weekday delivery for letters and other mail
(Swedish: Grundutdelning, Finnish: Perusjakelu)

Posting time
The time when the publications to be mailed must be posted at the latest
(Swedish: Postinlämningstid, Finnish: Postiinjättöaika)

Posting place
The agreed Itella destination in which the publications to be mailed must be posted
(Swedish: Postinlämningsställe, Finnish: Postiinjättöpaikka)

Postal code distribution
Distribution refers to the number of recipients for publications delivered by Itella in each postal code area in Finland. The distribution can be calculated on the basis of the list of recipients (subscriber register).
(Swedish: Postnummerfördelning, Finnish: Postinumerojakauma)

Mailer company
A mailer company is a party with whom Itella agrees on a publications' posting place and time, and which performs the tasks related to mailing
(Swedish: Postningshus, Finnish: Postittaja)

Mailing plan
A PTP form that the mailer company uses to provide, for example, the posting place and time
(Swedish: Postningsplan, Finnish: Postitussuunnitelma)

Roller cage
A transport unit with wheels
(Swedish: Rullpall, Finnish: Rullakko)

Contract-based delivery
Based on a separate delivery agreement, Itella delivers publications to recipients early in the morning (before basic delivery), on weekends, and on public holidays as necessary. This is referred to as early-morning delivery.
(Swedish: Avtalsutdelning, Finnish: Sopimusjakelu)

Postal code or delivery post office bundles
Transport units that do not contain bundles to be sorted. If necessary, these can be left directly at a delivery departure outlet based on the postal code, so that the posting time can be later than with transport units containing bundles to be sorted.
(Swedish: Direktadresserade enheter/lastbärare, Finnish: Suorat yksiköt)

Unidirectional mail batch
Bundles or transport units addressed to the same postal code area or a group of postal codes form a unidirectional mail batch
(Swedish: Riktlast, Finnish: Suuntakuorma)

Production appendix
An appendix of the agreement between the publisher and Posti, in which the advance information related to mailing a publication is agreed on; for example, the number of publication dates during the next planning period. Advance information provided in PTP replaces the production appendix.
(Swedish: Produktionsbilaga, Finnish: Tuotantoliite)

Early-morning delivery
Delivery of a publication to recipients usually before 7 a.m.
(Swedish: Tidig utdelning, Finnish: Varhaisjakelu)

Instructions for unitizing
(Swedish: Instruktion for lastning i lastbärare, Finnish: Yksiköintiohjeet)

7. CUSTOMER SERVICE AND OTHER CONTACT INFORMATION

Customer service

Itella's Corporate Customer Service is available at 0200 77000 (mobile/local call rates apply) from Monday to Friday, 8:00 a.m. – 6:00 p.m. You can also send e-mail to asiakaspalvelu@itella.com or use the online Customer Service contact form.

Transport orders

You can agree upon transportation by calling 0200 92000 (mobile/local call rates apply) from Monday to Friday, 8:00 a.m. — 6:00 p.m., or by sending e-mail to kuljetustilaus@itella.com.

Control Center

Contact the Control Center when you wish to make last-minute changes to the posting place or time. Send e-mail to ohjauskeskus@itella.com.

You can also complete the form (MS Word document) by clicking the link in PTP next to the Control Center's contact information.

Itella Sorting Service

If you wish to know more about the Itella Sorting Service, request a presentation by sending e-mail to lajittelupalvelu@itella.com, or by calling the Customer Service or your personal Itella salesperson.